The Testwise Online Assessment Service

Testwise
User Guide

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1. Using Testwise for the first time

Testwise is an on-line testing service designed to make testing easy. Our guide will take you step by step through our site. This manual will guide you through everything from registering students for assessments, to how the students log in, to generating your reports. This manual has been designed for the **Administrator** and is not to be given to students.

Before you start testing we strongly advise you to pass the system requirements, which you will find at the end of our guide, to your IT department to ensure you have no problems when testing.

Our guide will use the following terminology:
Administrator is used to describe the role of the teacher or the member of staff who will be handling the administration of the tests.
Student refers to the user who will be taking the test.
Assessments are the tests which you have purchased (CAT4, NGRT, SRS, PTE, PTM, etc.)
Subscriptions refer to what you have purchased, i.e. Assessments, Year on Year reports and Surveys.
Register is the assessment's class list featuring student details and the status of tests.
Survey Taker refers to a pupil, parent or staff member taking a survey.
Surveys are stakeholder surveys purchased.

Before you start, ensure you have your **Customer ID**; this should have been provided to you in your Welcome email in the form of a weblink with the **Customer ID** already defined (such as www.testingforschools.com/#/<Customer ID>).

Our Technical Support Department are available to help if you need guidance using Testwise and they can be contacted using the details below:

T: +44 (0)330 123 5375 (IVR Menu Option 2)
[GL Education Overseas Customers: +44 1793 516349 - (IVR Menu Option 2)]

E: support@gl-education.com

Let's get started……..

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2. Logging In

2.1. Logging in to Testwise

The main Testwise website is www.testingforschools.com. Customers usually log in using a weblink with their Customer ID already defined (such as www.testingforschools.com/#/<Customer ID>) which will be included in the Welcome email sent to them by our Testwise Setup Department).

(Alternatively, if the **Customer ID** is known, enter it into the field and click the **Enter Testwise** button).

Welcome to Testwise, Granada Learning's powerful on-line testing service.
We've now gone global.
Enter Testwise by entering your Customer ID
Enter Testwise
Forgotten your Customer ID?

A successful login will take you to the following screen which gives you the choice between logging in as an **Administrator** or a **Candidate** (Take a test or complete a survey).

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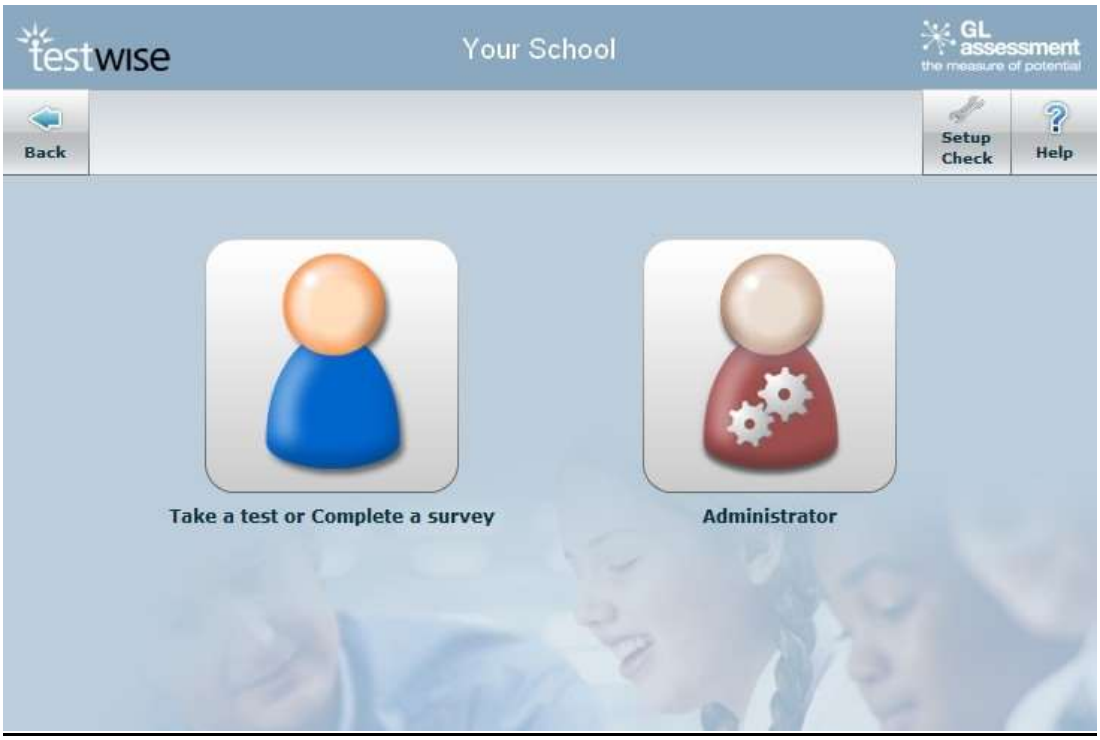

2.2. I've forgotten my Customer ID

Candidates should be supplied the **Customer ID** by the account **Administrator**.

Administrators unsure of the **Customer ID** can be reminded via email by clicking the **'Forgotten your Customer ID?'** link.

Forgotten Customer ID
Please enter your registered email address below and we will send you an email containing your Customer ID.
Email:
Forgotten your email?
OK
Cancel

Enter the main email address for the account or the optional 'alternative' email address if one has been added to the account. We will then send a reminder of any associated **Customer IDs** to that email account.

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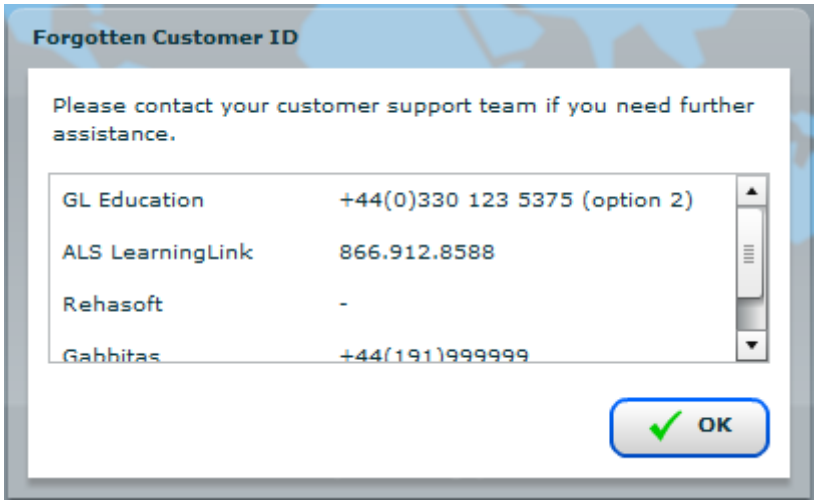
2.2.1. I've forgotten my Email.

The email address required in (2.2) is the main email address for the account or the optional 'alternative' email address if one has been added to the account. If you cannot find this email address you will need to contact Testwise customer support for assistance.

Click on the **'Forgotten your email?'** link for a list of the support centres and their telephone numbers. Please note that because we do not know your **Customer ID** at this point we cannot assist with determining exactly which support centre you require.



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3. The Student

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3.1. How do students log in to take a test?

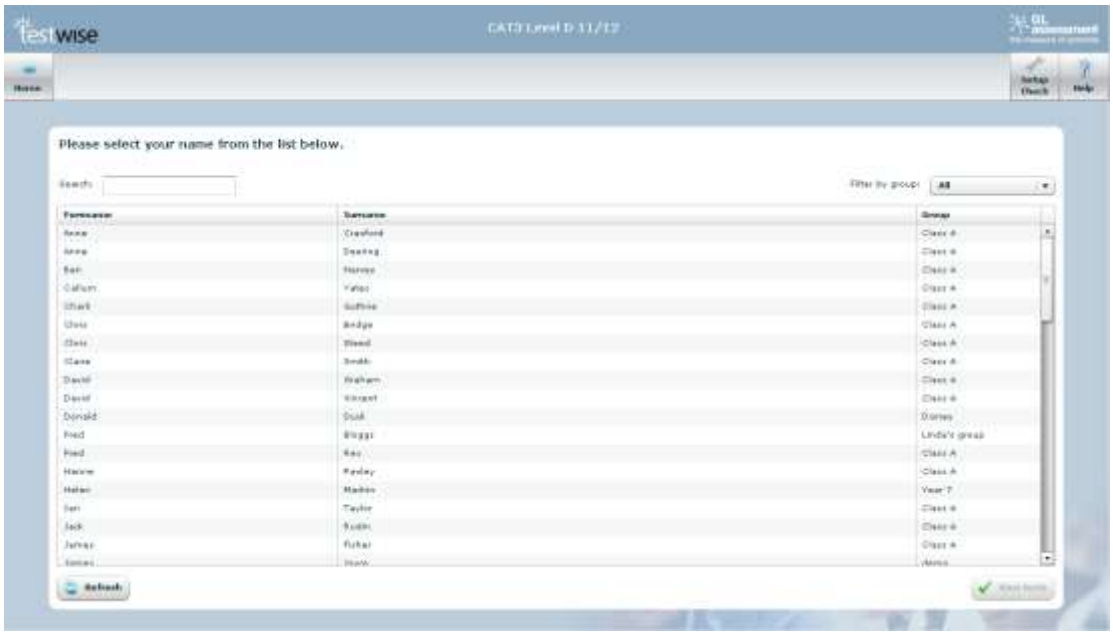
For a student to access a test the left button on the opening screen is used – it is labelled **Take a test or Complete a survey**.

The student will need to enter the **Register ID** (another way of saying the 'Name of the Test') eg. 'cat4d1516'. (Note: the Register ID field is not case-sensitive so, in this example, 'CAT4D1516' will also work).

Administrators can verify the correct **Register ID** by clicking on the appropriate test in their **Subscription** screen (4.3).

Please enter a register ID
Register ID:
If you do not know your register ID then contact your test administrator. The register ID is shown underlined, in blue, near the top of their subscription list screen.
OK
Cancel

Once they have entered the **Register ID** of their test and clicked **OK**, a list of all the students that are registered for the test will appear.



Students will select their name from the list and click the **View tests** button. Depending on the security settings, this is when they would be asked to enter their password.

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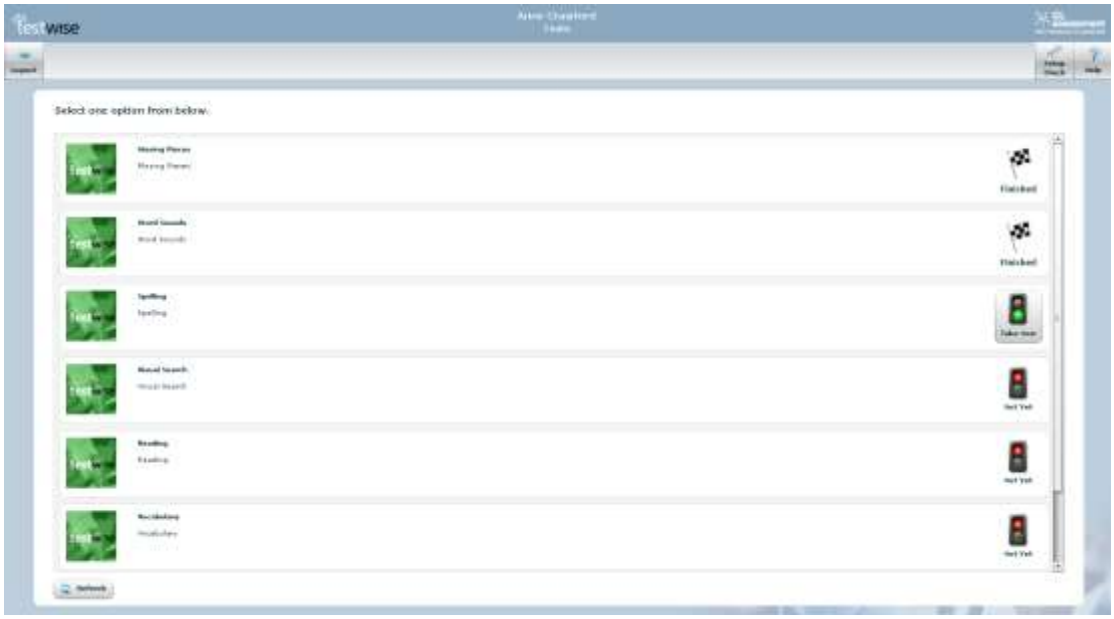
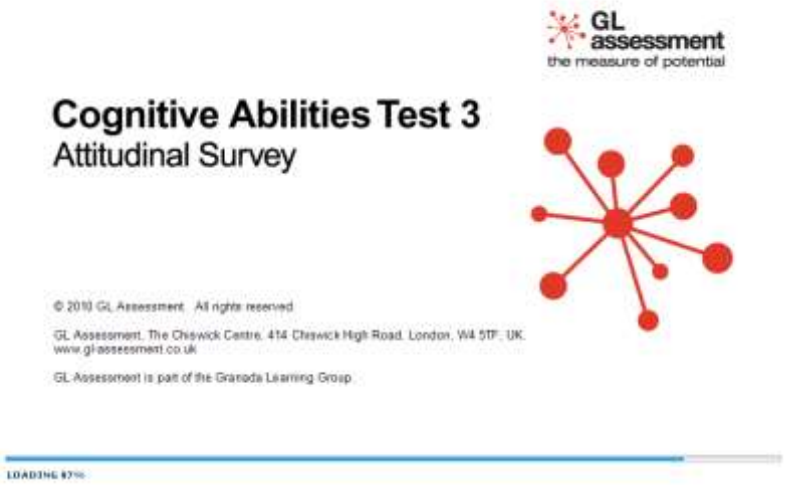
3.2. How do students take a test?

The next screen takes students to their assessment. The students will then select the section of the assessment they have been advised to do, and click on **Take Now**. Some assessments require the tests to be taken in order; in these cases a **Not Yet** icon will be displayed. Any completed tests will show the **Finished** icon.



Once the **Take Now** icon has been clicked, the test will begin downloading.


GL assessment
the measure of potential
Cognitive Abilities Test 3
Attitudinal Survey
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GL Assessment, The Chiswick Centre, 414 Chiswick High Road, London, W4 5TF, UK.
www.gl-assessment.co.uk
GL Assessment is part of the Granada Learning Group
LOADING 87%

Note: Nothing is being installed on your computer; the application is delivered over the Internet and held in the temporary memory of your PC.

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Note: Students must not end their tests prematurely, they must wait until the timer has run out and the screen tells the student that the results are being stored.
Closing the browser window in which the test is running will cause the results to be lost.

Note: The use of the F5 button during a test will cause the test to restart and any previously answered questions will be lost.

Once the results have been stored, the student is returned to the test selection screen and the computer can either be turned off or another test be taken.

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4. The Administrator

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4.1. Logging in

4.1.1. How do I log in as Administrator?

Enter your **Password** and click **OK**.

4.1.2. Where do I get my password?

When your account is set up we will send you an email containing a link. Following the link will take you to a web page which will allow you to set a password for your account as described in (4.1.3). This link can only be used once and will expire after a period of days as specified in the email.

In order to guarantee unimpeded delivery of emails such as this one from Testwise, it is advised that you add the email address 'no-reply@testingforschools.com' to the list of trusted addresses in your email client. Instructions on how to do this will be specific to your particular email client and is outside the scope of this document.

Please contact Testwise customer support if you have not received such an email or have accidentally deleted it.

4.1.3. How do I complete the 'Set Your Password' form?

The 'Set Your Password' form is only accessible by following valid links from emails sent to your registered account inviting you to set or reset your password. These may be sent by Testwise customer support when your account is first set up (4.1.2), or if you have requested a password reset. They may also be sent in response to you issuing a 'Forgotten Password' request (4.1.4).

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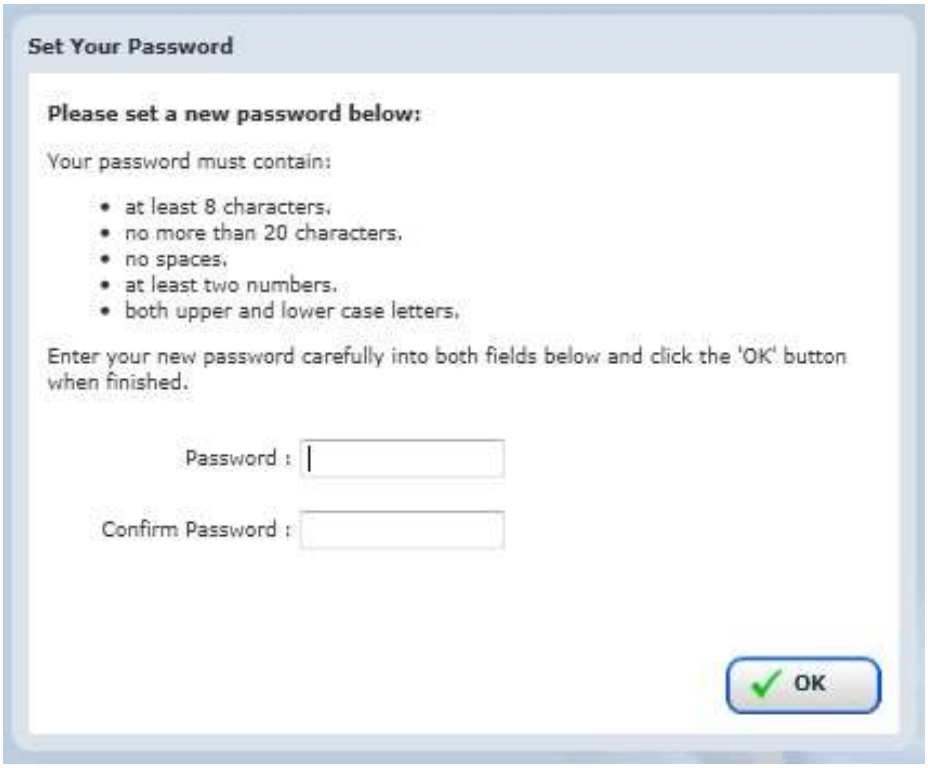
Set Your Password
Please set a new password below:
Your password must contain:
at least 8 characters.
no more than 20 characters.
no spaces.
at least two numbers.
both upper and lower case letters.
Enter your new password carefully into both fields below and click the 'OK' button when finished.
Password :
Confirm Password :
OK

Enter your new password into the field labelled **Password** and retype the same password into the field labelled **Confirm Password**, then click **OK**.

As well as letters and numbers you are allowed to use characters from the following set in your password: ! " $ % ^ & * ( ) - _ = + [ ] { } ; : ' @ # ~ , < . > / ? |. All other characters are disallowed.

Please note that, in order to encourage the use of ‘strong’ passwords that are less likely to be breached, your password must adhere to certain constraints as specified on the form; i.e. your new password must contain:

- At least 8 characters.
- No more than 20 characters.
- No spaces.
- At least two numbers.
- Both upper and lower case letters.

The system will not let you submit the form until the password satisfies the above conditions.

We also recommend:

- Passwords must not contain all or part of the user's name or job function, or any term (like a birthday, a partner's name or a street address) that could be easily guessed or researched.
- Simple substitutions (such as 1 for i, 0 for O, 5 for s etc.) in recognisable words - i.e. words found in a dictionary - afford no real protection and must not be relied on.
- Similarly, commonly used or easy to guess combinations or series such as 1234abcd, A5DFghJK, $taRwaRr$, 1passw*d etc. must not be used.

Once you have successfully submitted the form containing your new password, you may log in to the system using your new password as described in (4.1.1).

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4.1.4. I've forgotten my password.

Click on the **'Forgotten your password?'** link on the login form shown in (4.1.1). The following dialog will be displayed.

Forgotten Password
Please enter your registered email address below.
You will receive an email containing a link which will allow you to reset your password.
Contact customer support if you need further assistance.
Email:
OK
Cancel

Enter your **Email** and click **OK**. If the **Email** is recognised, an email will be sent to your registered email addresses containing instructions on how to reset your password.

It will contain a link which you must follow to reset your password. This link can only be used once and will expire after a period of days as specified in the email.

Following a valid link will take you to the **'Set Your Password'** form (4.1.3).

4.1.5. My account is locked.

As a security measure, three unsuccessful login attempts will cause your account to be 'locked' for one hour. On the third unsuccessful login attempt you will notice that the login failed message now reads like this

Please enter your login details
Username:
Password:
Forgotten your password?
OK
Login failed: This account is temporarily locked following previous failed attempts. See Help for ways to unlock it, or contact Support for further assistance.

While the account is locked the system will not allow you to log in.

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The account can be unlocked in one of the following ways.

- Waiting one hour; the account will automatically unlock after this period.
- Clicking the **'Forgotten your password?'** link on the login page and resetting your password as described in (4.1.4).
- Contacting Testwise customer support for assistance.

4.1.6. My password has expired / is due to expire.

As a security measure your password is scheduled to expire six months after it has been created / last updated.

An email warning is issued 14 days before your password is due to expire. If you receive such an email you should change your password in order to ensure an uninterrupted service (4.2.3) or follow the forgotten password procedure (4.1.4).

If your password has expired you will receive an email to this effect. You will no longer be able to log in to your account until your password has been changed.

For convenience the **'Password Expired Email'** contains a link which will allow you to reset your password. This link can only be used once and will expire after a period of days as specified in the email. Following a valid link will take you to the 'Set Your Password' form (4.1.3). Please contact Testwise customer support if you require further assistance.

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4.2. Managing Your Profile

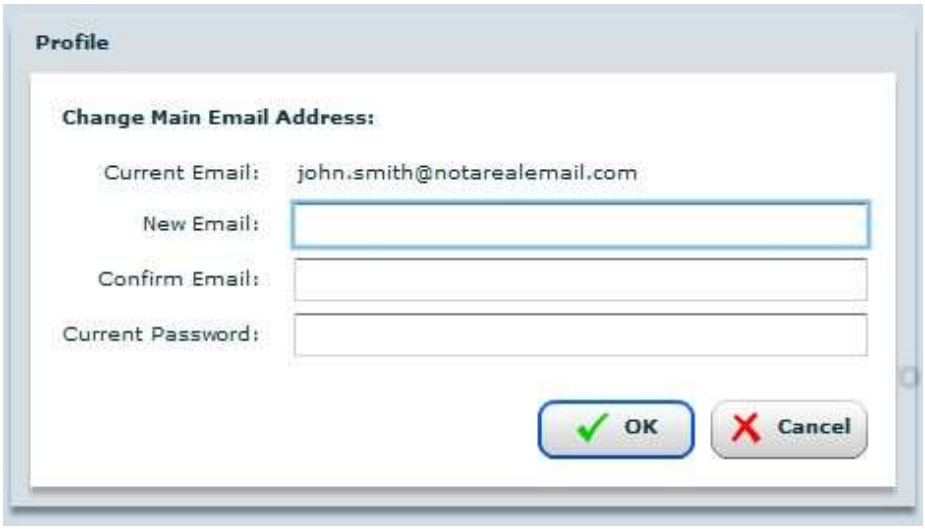
Various aspects of your account can be managed online once you have logged in. Do this by clicking the **Profile** button on the Subscriptions screen.

You will then be presented with the following screen, which is the '**Profile'** menu.

Profile
Your profile details are listed below and may be changed using the buttons to the right.
Main Email: john.smith@notarealemail.com
Alternative Email: john.smith@notarealaltemail.com
Password: ******
Cancel

4.2.1. Changing your main email address.

Click the **edit** icon to the right of your current main email address on the **'Profile'** menu. You will be presented with the following form.



Enter the new email address in the form field labelled **New Email** and re-type the new email address in the form field labelled **Confirm Email**.
Enter your **Current Password** then click **OK**.

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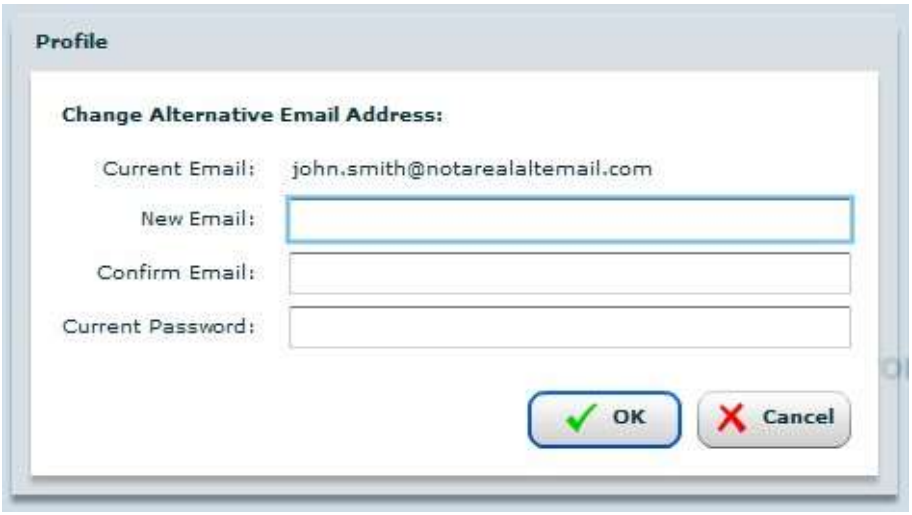
4.2.2. Changing your alternative email address.

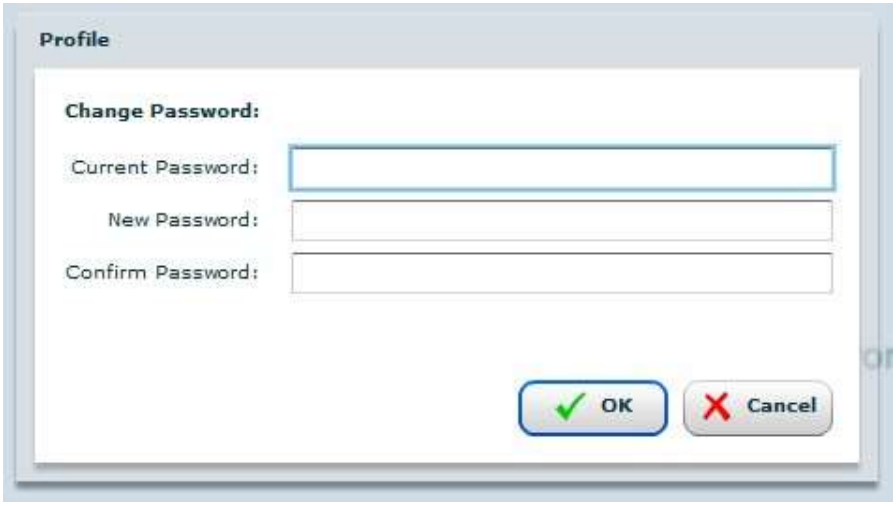
Click the edit icon to the right of your alternative email address on the **'Profile'** menu. You will be presented with the following form.



Enter the alt email address in the form field labelled **New Email** and re-type the new email address in the form field labelled **Confirm Email**.
Enter your **Current Password** then click **OK**.
Please note that supplying an alternative email is optional. Leave the **New Email** and **Confirm Email** fields blank to remove an existing alternative email.

4.2.3. Changing your password.

Click the edit icon to the right of your password on the **'Profile'** menu. You will be presented with the following form.



Enter your **Current Password**, followed by your **New Password** and then re-type your new password in the last field.
Click **OK**.

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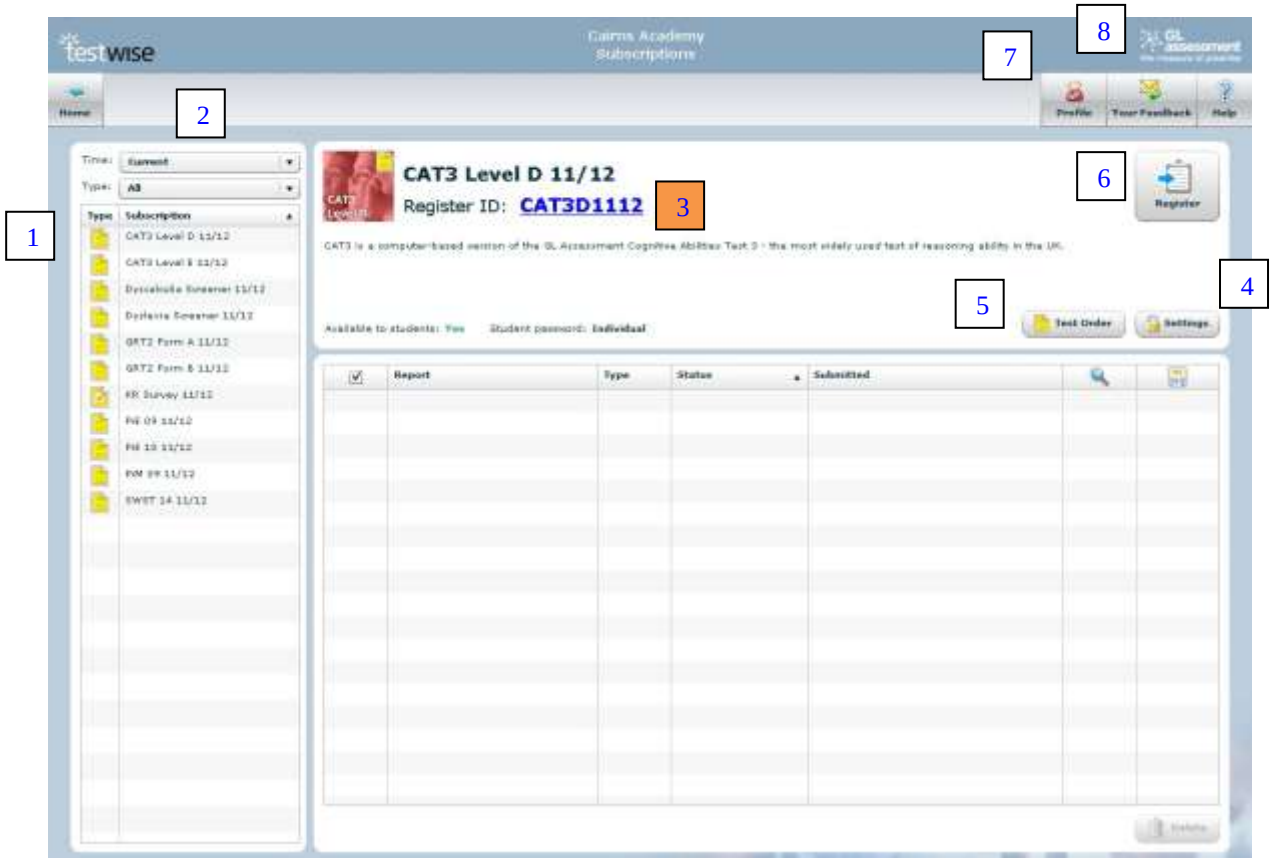
4.3. Subscriptions

Once you've entered the administration side, you will see on the left-hand side of the screen a list of the subscriptions you have purchased (1). Select the subscription that you are going to be administrating first. Details of the subscription will appear on the right hand side.



1	Subscription List	Shows a list of all the assessments, surveys and reports you have purchased. Testwise will default to showing current subscriptions.
2	Time & Type Filters	Time filter allows you to filter the subscription list by time; **Current** - default shows all current subscriptions. **Future** - subscriptions with a future release date. **Recent** - subscriptions that have expired in the last year. **Old** - subscriptions more than a year old. Type filter allows you to filter the subscription list by type. Defaults to show **All,** but can also filter to show only **Assessments**, **Cross-assessment reports** or **Stakeholder Surveys**.
3	**Register ID**	**IMPORTANT** - the students will need this to log onto their test.
4	Settings	Where you can change the **Register ID**, make tests unavailable for students and change whether they have a common, individual or no password. (See 4.3.1)
5	Test Order	Allows you to change the order that certain assessments are displayed and taken. (See 4.3.2)
6	Register	This takes you to the screen where you manage the students.
7	Profile	Allows the updating of email addresses and your Testwise password.
8	Feedback	This option will be seen on most screens, and allows you to provide us with any information you feel we should know.

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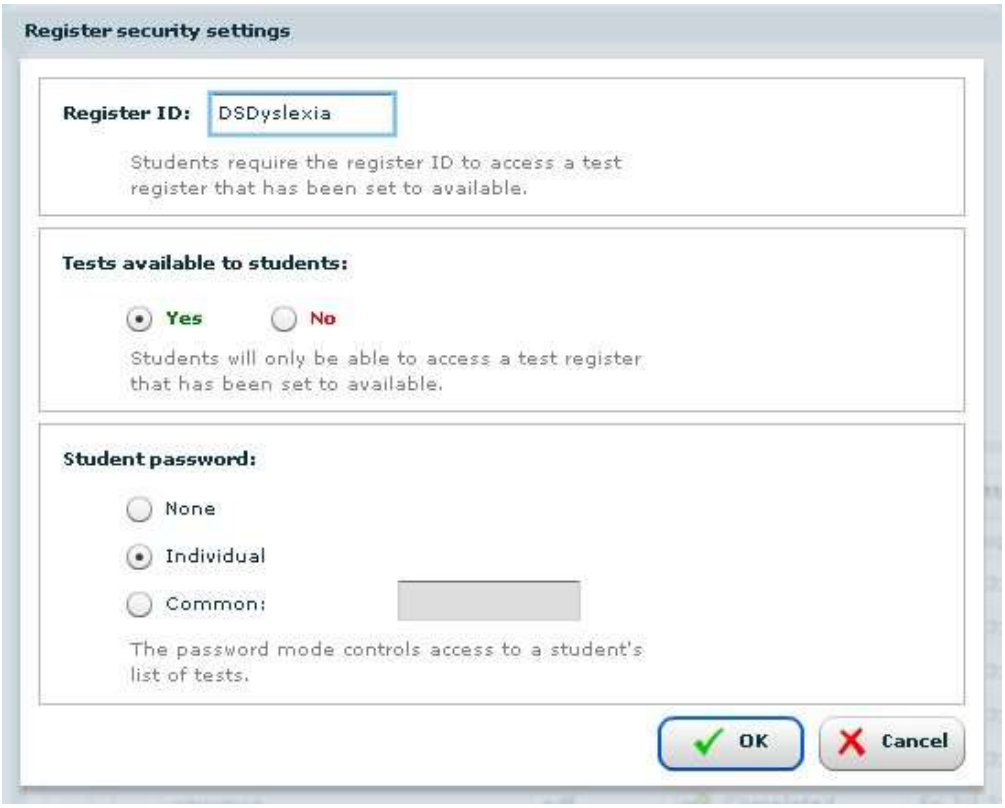
4.3.1. How do I change my security settings?

You are able to edit the security settings of the assessment by clicking either **Settings** or the **Register ID** name at the top left of the screen (4 & 3 in 4.3). This allows you to control whether students are able to access the assessments, and whether passwords are required by the students.

Once you have clicked **Settings,** you will be presented with the **Register security settings** dialog.


Register security settings
Register ID:
DSDyslexia
Students require the register ID to access a test register that has been set to available.
Tests available to students:
Yes
No
Students will only be able to access a test register that has been set to available.
Student password:
None
Individual
Common:
The password mode controls access to a student's list of tests.
OK
Cancel

Register ID – this must be unique, Testwise will not accept any previous register IDs. Note that each academic year, there will be a new default **Register ID** for each test.

Tests available to students – selecting **No** will not allow any user to log into the student side of the account.

Student password – This will automatically be set to **Individual**; when adding students to the register you will be required to enter a password, which will be their individual password. Selecting **Common** will allow you to enter one password that all students can use. If you chose **None**, no password will need to be entered by the students. Generally we would recommend using individual passwords to prevent candidates mistakenly logging in to another student's account by clicking on the wrong name.

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4.3.2. How do I change the order assessments are displayed and taken?

If the **Test Order** button (5) is enabled on the subscription screen (see 4.3) you are allowed to alter the order in which the subscription's assessments are displayed and/or taken. Clicking the button will display the Test Order dialog.

Test Order
Click and drag to change test order. Click OK to save changes.
WellComm 1
Record of the results of the first screening.
WellComm 2
Record of the results of the second screening.
Single Word Spelling Test 6 - 2008
Testwise Assessment
Force the order in which these tests are taken.
Reset To Default
OK
Cancel

You may change the test order by clicking and dragging a test to its desired location, or by clicking the arrow buttons to move that test up or down in the list. Your changes will not be saved until you click **OK**. The students will subsequently see the tests in this order when they log in.

If you wish to force the student to take the tests in this order then check the box labelled 'Force the order in which these tests are taken', and click **OK**.

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4.4. The Register

The register is where you add, view and edit student details. Your register allows you to track the progress of the student's test status. It is also where you generate reports (we'll look at that later).

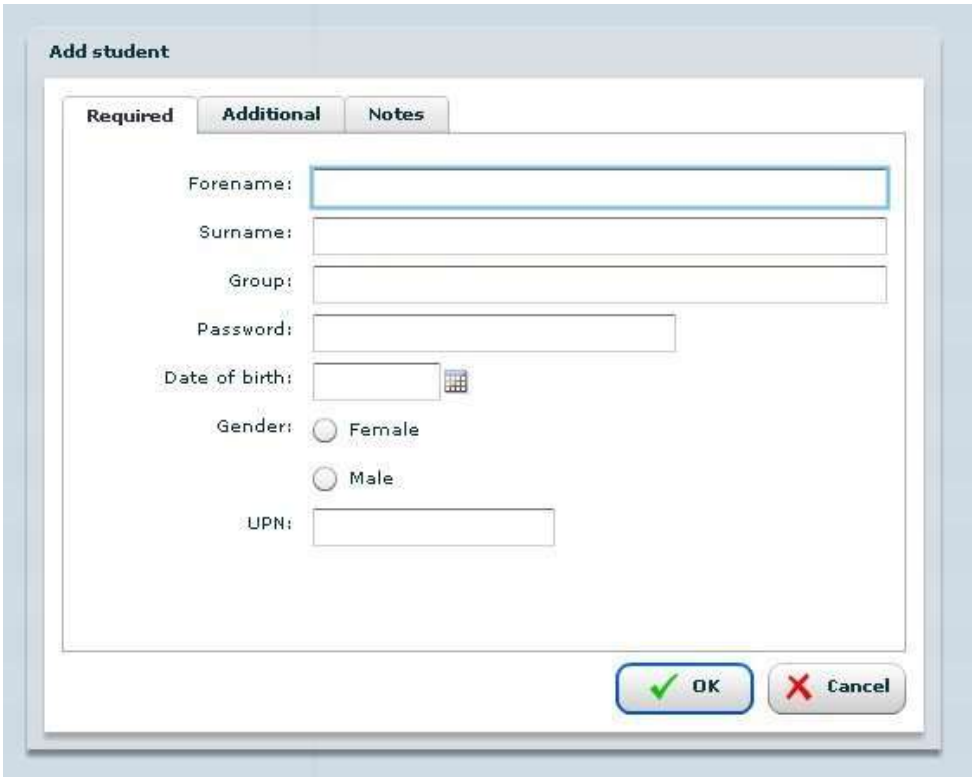
4.4.1. How do I add students to a register?

The first thing to do in the register is to add your students to it; there are three ways you can do this.

1. Use the **Add** button which allows you to add them individually.
2. Copy students to this register from an existing register.
3. Import students using a .csv file.

4.4.1.1. Adding Students Individually

Clicking the **Add** button at the top left of the register will display the 'Add Student' dialog.



All parameters you can see above must be entered; however any information in the **Additional** tab is not mandatory. Once you've added your student details, click **OK**. You will then see them appear in the register.

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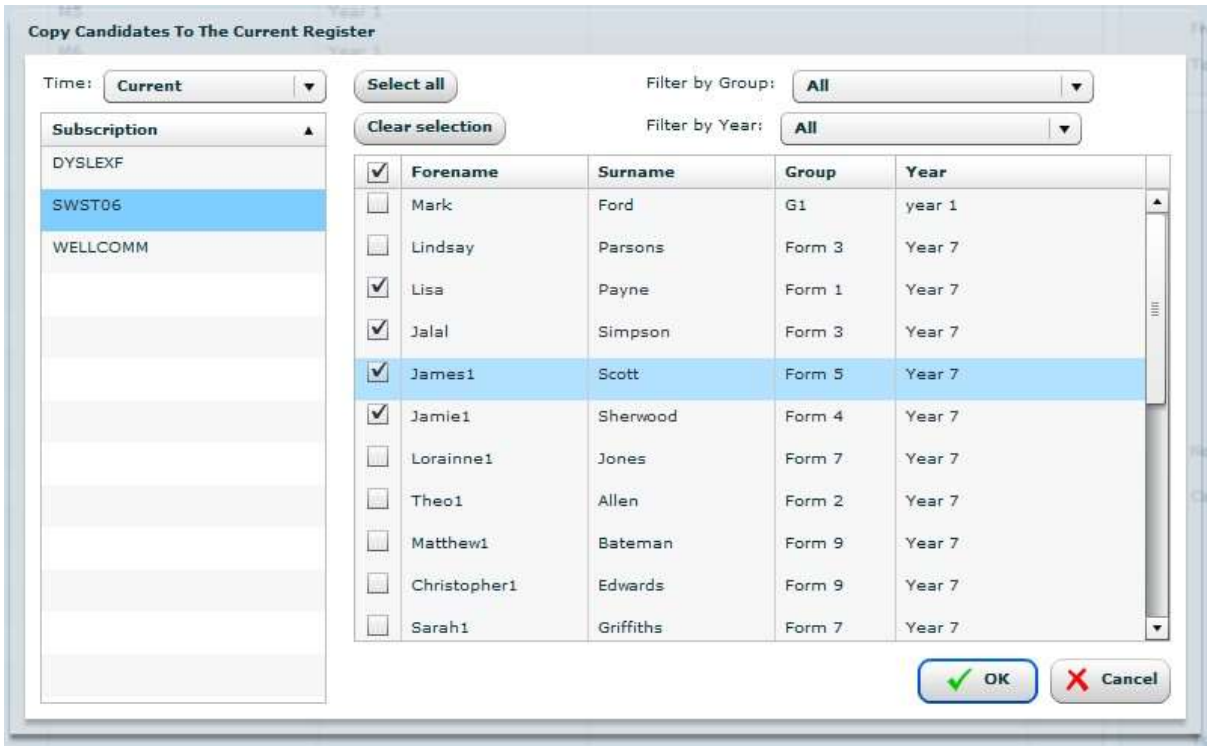
4.4.1.2. Copying Students

Clicking the **Copy** button at the top left of the register will launch the dialog shown below. From here you will be able to copy candidates from another register into this one.



First, select the subscription which contains the students you would like to copy to this register. The drop down list above the subscriptions allows you to filter this list. Options are: **Future, Current, Recent and Old**.

Selecting a subscription will allow you to view the list of students in that register. This list can be filtered on **group** and **year**. Select the students you wish to copy to the current register and click **OK**. The process will fail if any of the selected students already exist on the current register.

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4.4.1.3. Importing Students

Clicking the Import button at the top left of the register will launch a new browser window that will allow you to upload .csv files containing student details. Click the **Upload files** button and browse for your .csv file to upload the students. See below for details of how to create a .csv file in a suitable format.

testwise
Testwise requires a student's Gender and Date of Birth to be consistent across all registers. If you are importing students who already exist on other registers with different DOB or Gender, the import file will be rejected unless you check the 'Replicate Student Details' checkbox. If you do check this, the DOB and Gender details in the Import file will be used to update the corresponding students on their other registers.
An example CSV file can be found here
Use these details to update the corresponding students on their other registers.
Upload files

If you are importing any students who already exist on previous registers with date of birth or gender details different from the new import file, please check the **Use these details to update the corresponding students on their other registers** box. This will cause the Gender and Date of birth details you are providing in this import file to be replicated across your registers wherever a candidate has the same UPN as the imported one.

Once your file has successfully been imported, after a short delay, the register will refresh to display the students' names. If any errors occur the import will terminate, no students will be imported and a list of errors will be given like the one below. Correct your .csv file and try again.

ERROR
The candidate import file contained invalid rows as detailed below.
(File Summary : File Name - csv-template4.csv, File Size - 2169)
Error Report :
Row: 1 UPN: wb0011000 This row contained validation errors as detailed below.
Column: Forename, Value: ''.
Error: Column is required.

Care should be taken when viewing or editing .csv files in Microsoft Excel as this can make it difficult to spot missing or extra columns. If in doubt, view the .csv file in a text editor.

Creating a .csv Import File

To import students using a .csv file, it is important that you follow our template exactly as shown in the **Student Import CSV Template** http://www.testingforschools.com/help/csv-template.csv (this can also be found in our Guidance Documents). You can save a copy of this file by right clicking on the mouse and selecting **Save As**, from there you can open it and enter student details.

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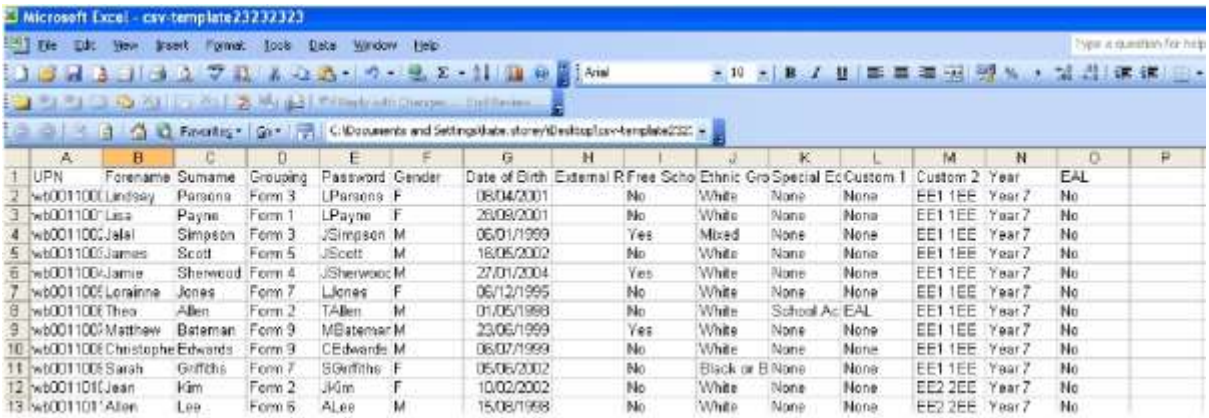

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	UPN	Forename	Surname	Grouping	Password	Gender	Date of Birth	External R	Free Scho	Ethnic Gro	Special Ec	Custom 1	Custom 2	Year	EAL	
2	wb001100	Lindsey	Parsons	Form 3	LParsons	F	06/04/2001		No	White	None	None	EE1 1EE	Year 7	No	
3	wb001100	Lisa	Payne	Form 1	LPayne	F	26/08/2001		No	White	None	None	EE1 1EE	Year 7	No	
4	wb001100	Jalal	Simpson	Form 3	JSimpson	M	06/01/1999		Yes	Mixed	None	None	EE1 1EE	Year 7	No	
5	wb001100	James	Scott	Form 5	JScott	M	16/05/2002		No	White	None	None	EE1 1EE	Year 7	No	
6	wb001100	Jamie	Sherwood	Form 4	JSherwood	M	27/01/2004		Yes	White	None	None	EE1 1EE	Year 7	No	
7	wb001100	Lorainne	Jones	Form 7	LJones	F	06/12/1995		No	White	None	None	EE1 1EE	Year 7	No	
8	wb001100	Theo	Allen	Form 2	TAllen	M	01/05/1998		No	White	School Ac	EAL	EE1 1EE	Year 7	No	
9	wb001100	Matthew	Bateman	Form 9	MBateman	M	23/06/1999		Yes	White	None	None	EE1 1EE	Year 7	No	
10	wb001100	Christophe	Edwards	Form 9	CEdwards	M	06/07/1999		No	White	None	None	EE1 1EE	Year 7	No	
11	wb001100	Sarah	Griffiths	Form 7	SGriffiths	F	05/06/2002		No	Black or B	None	None	EE1 1EE	Year 7	No	
12	wb001101	Jean	Kim	Form 2	JKim	F	10/02/2002		No	White	None	None	EE2 2EE	Year 7	No	
13	wb001101	Allen	Lee	Form 6	ALee	M	15/08/1998		No	White	None	None	EE2 2EE	Year 7	No	

Information on the .csv file columns follows :

Field Name	Description	Example
UPN	There is no required format, simply a unique number for each student. Testwise regards candidates with matching UPNs on different registers as being the same person and requires them to have matching Gender and Date of Birth too.	A012345678900
Forename	Maximum of 30 characters	John
Surname	Maximum of 30 characters	Smith
Grouping	You can use this field to group students in classes.	Class 7A
Password	This is the password that the students will enter to log into their assessments. You can make the password individual or common. Please note that only letters, numbers and the underscore character can be used in passwords.	john85
Gender	This can be either Male or Female or M & F	Male or M
Date of Birth	This should be formatted dd/mm/yyyy	21/01/1997
External Reference	Any text up to 255 characters in length. Useful for storing a student reference number from another system.	ABC123
Free School Meals	Any text up to 255 characters in length.	YES
Ethnic Group	Any text up to 255 characters in length.	Asian
Special Educational Needs	Any text up to 255 characters in length. Can be used for students who have SEN requirements	NO
Custom 1	Any text up to 255 characters in length. Can be used to record any school specific information about the student.	EE1 1EE
Custom 2	Any text up to 255 characters in length. Can be used to record any school specific information about the student.	Allergies
Year	Students Year Group, maximum of 30 characters	Year 11
EAL	A field used to indicating "English as a Foreign Language" users.	Yes

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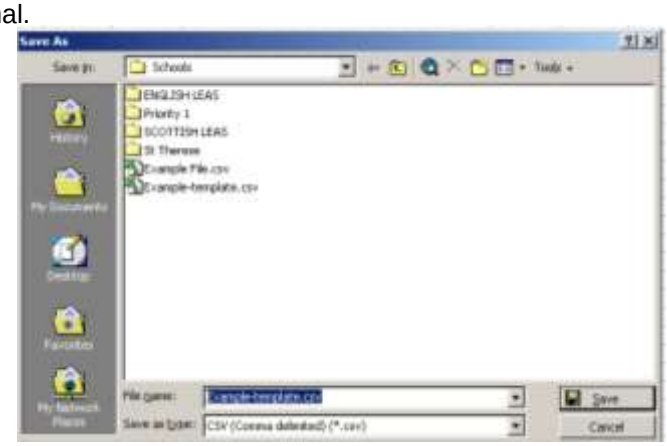
The mandatory fields are **UPN, Forename, Surname, Grouping, Password, Gender and Date of Birth**. Also note that all headers MUST be spelt the same way as shown (e.g. Date of Birth cannot be shortened to DOB). All other fields are optional.

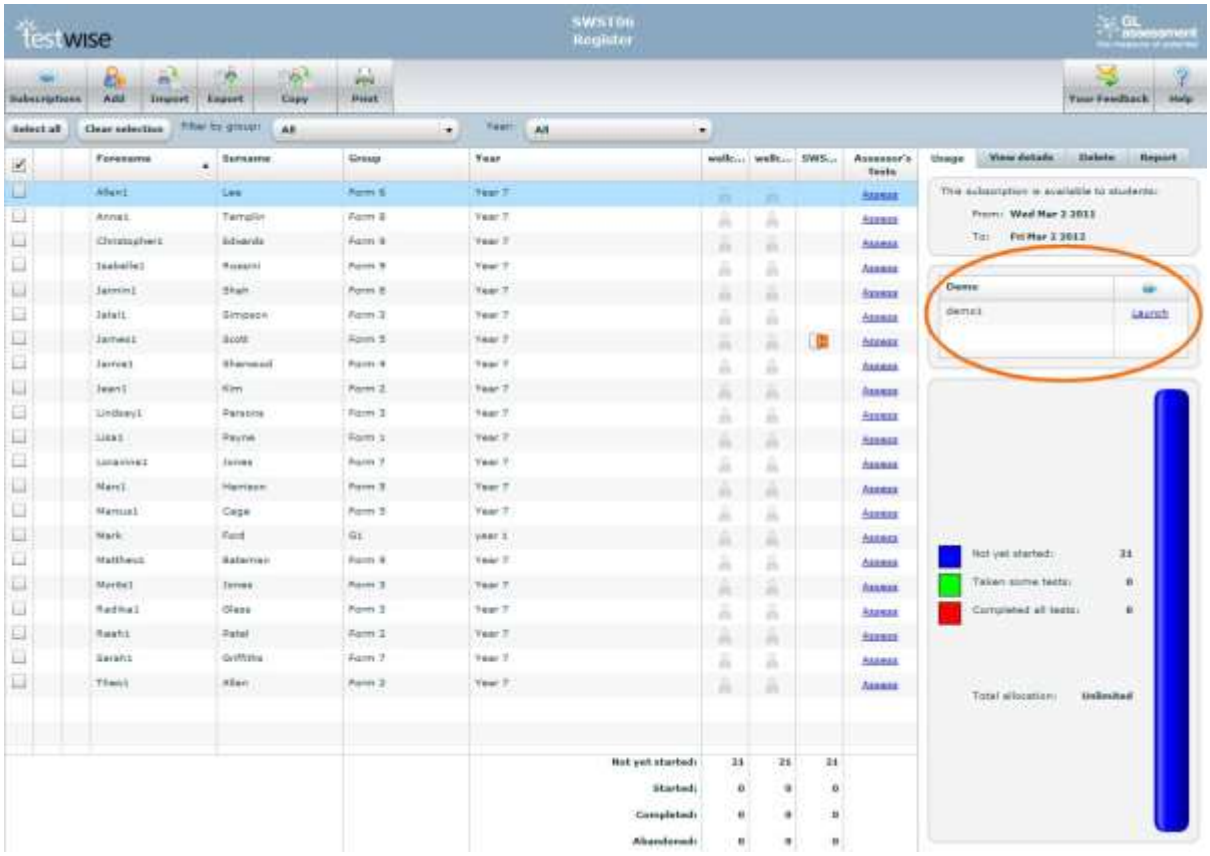
Once you have entered your students' details in to the file, simply go to

File > **Save As** > **Save As Type** > **CSV (Comma Delimited)** > **Save**



4.4.2. How can I demonstrate the assessment?

Some assessments come with a demonstration that can be launched from the register. If a demonstration exists for your assessment it will be available under the 'Usage' tab on the register as below (circled in orange). Clicking the hyperlink 'Launch' will allow you to view a demonstration of the assessment in a new browser tab. Close the browser tab or window containing the demo when you are finished.



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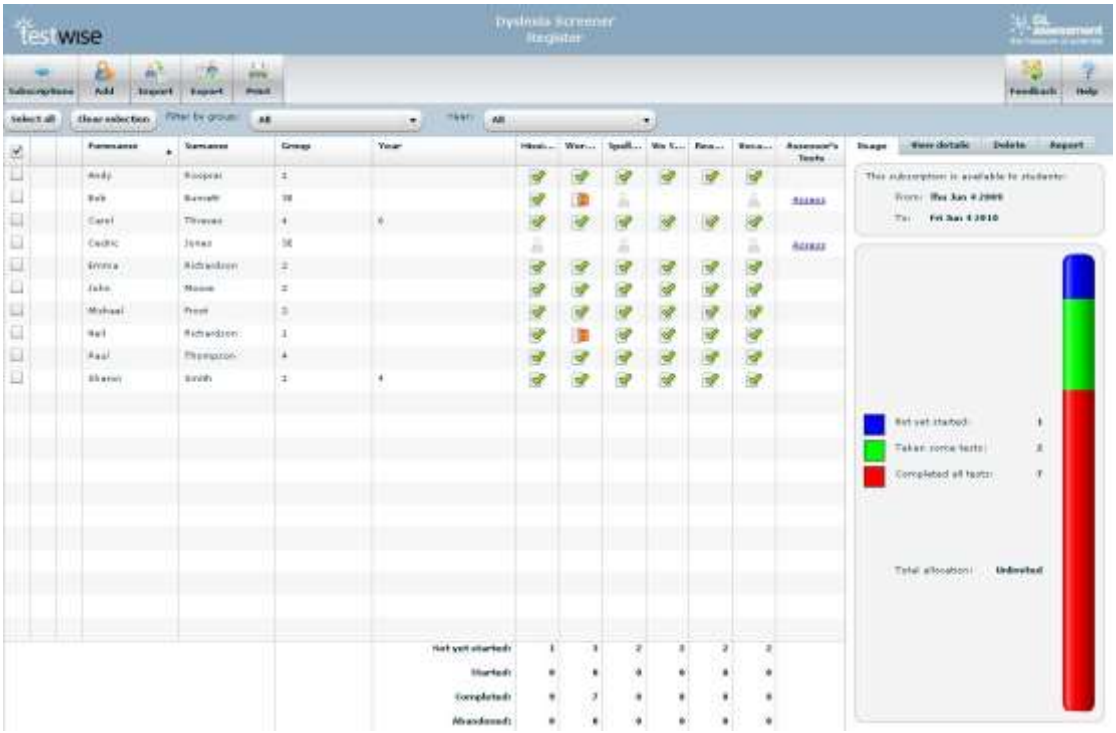
4.4.3. How can I check students' progress?

We recommend you have the register open on a separate computer while students are taking their assessment so that you can monitor their progress. An icon will appear under each test to show you their status. If no icon is displayed then no tests have been started yet.



This icon indicates that the test is being downloaded to the student's computer.

This icon indicates that the student has started the test.

This icon indicates that the student has completed the test.

This icon indicates that the student has abandoned the test.

This icon indicates that the test is available for resit.

This icon indicates that the test has been completed but there may be errors in the results file. If this icon is shown please contact Testwise customer support.

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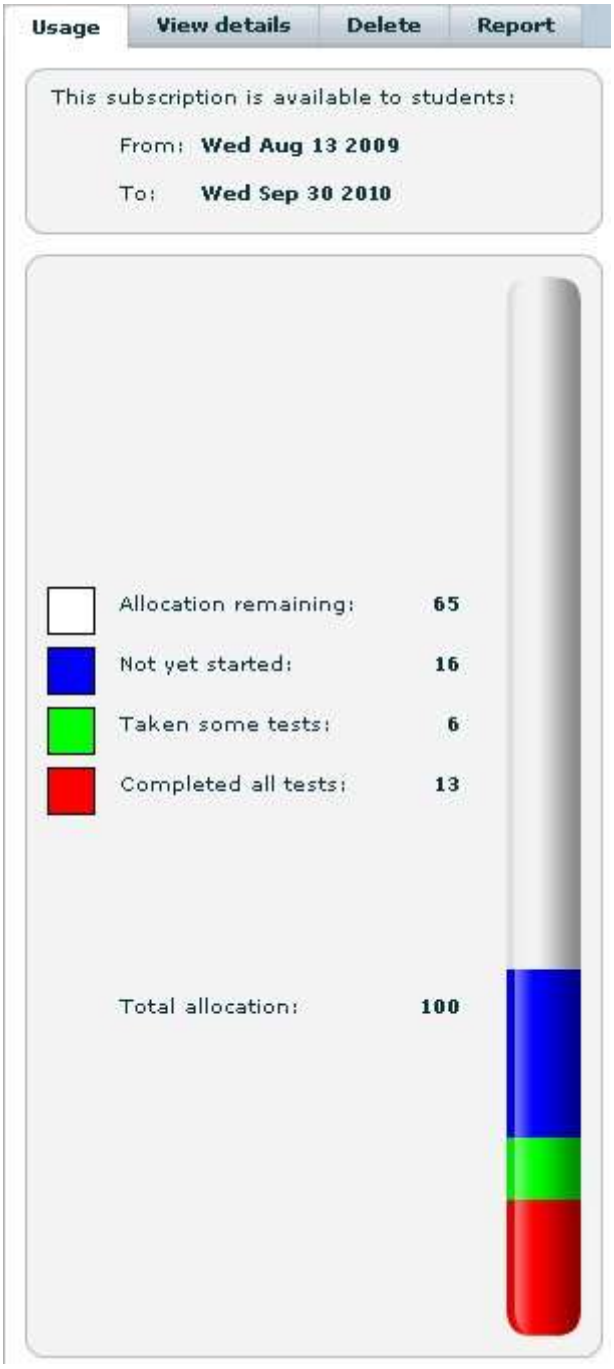
4.4.4. How can I check how many assessments have been taken?

When you first enter a test register you will see a panel on the right, this will display information about your assessment usage.

It shows

- the release and expiry dates of the assessment
- the maximum register size
- the remaining allocation
- the number of students who have completed all the tests
- the number of students who have taken some of the tests
- the number of students who have not yet taken any tests



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4.4.5. How do I view student details?

The main register screen only shows the basic details of students.

To view the full details, check the box to the left of a student's name, then click on the **View Details** tab on the right of the screen.

A new panel view will open on the right showing all the student's details.

You can view all the students' details by using the **Select All** function on the register's main screen then use the arrows at the bottom of the **View Details** tab to navigate through the students. At any time you can edit a student's information by clicking the **Edit** button. If you edit the date of birth or the gender and the student exists on other registers, you will be prompted and asked if you'd like to change the details or keep the original details that are on other registers; select **These** of the details you'd like kept.

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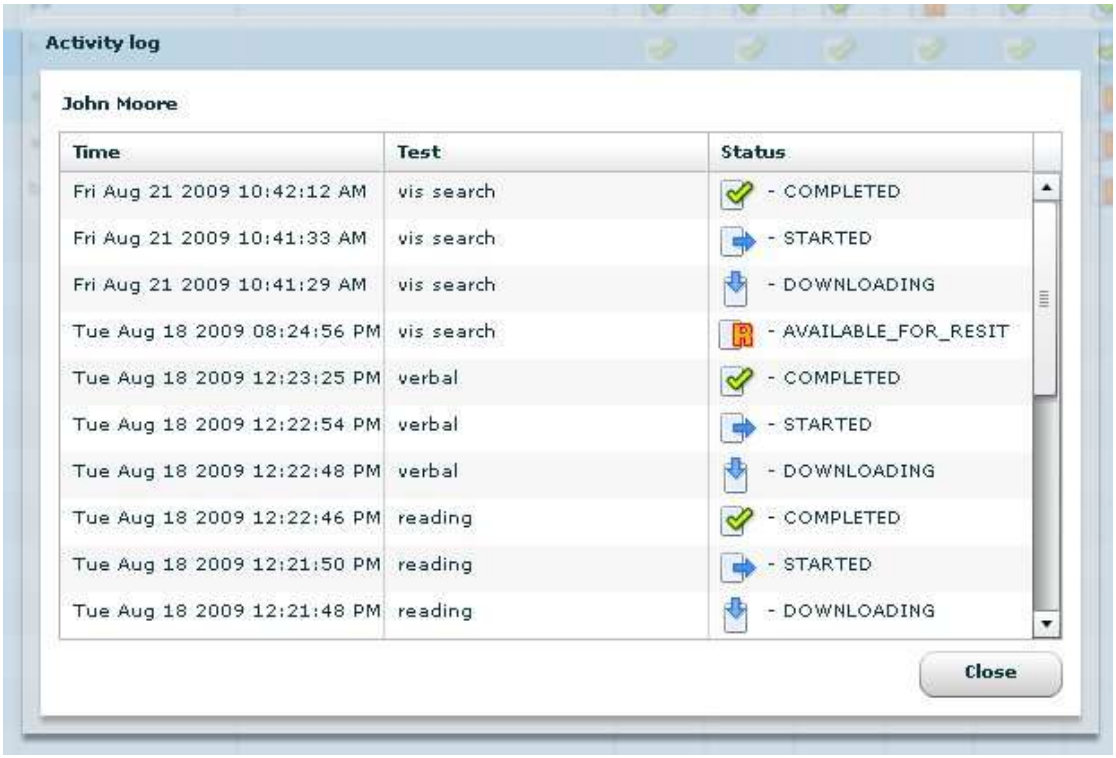
The **Log** function in the **View details** tab will show you the history of the selected student for the current assessment. You can see when they have downloaded, started, completed or abandoned a test or are available for resit.



4.4.6. How do I reset a test to be taken again?

When you click on the **View Details** tab, you will see the status of the assessment tests. If a test has the **Completed** status and you would like your student to retake the test, click the **Resit** button; this will allow the student to retake the test. You will be prompted with a dialog box with confirmation that you want to set the test to resit.

Resit test
By using 'Resit', you allow a student to resit a test after a previously unsatisfactory sitting. This will delete their results from the previous sitting.
Are you sure you want to do this?
Resit
Cancel

Please note that by clicking on **Resit** the existing test result will be deleted.

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4.4.7. How do I delete a student from the register?

To delete students from the register, tick the box of the desired student(s) on the left-hand side of the register then go to the **Delete** tab on the right.

Students that cannot be deleted from the register will be displayed in the upper section of the tab. Students cannot be deleted if they are logged in, have started or completed a test.

The lower section of the tab will display all students that can be deleted.

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4.4.8. How do I export students?

To export students from your register to a .csv file, click the **Export** button.

Once you have clicked the **Export** button, you will be presented with a dialog asking whether you would like to open or save the file. Select **Save** and save the file to your local computer or network.

Because the format of the exported .csv file is exactly the same used to import students into a test register, you can use the combination of export and import functions to copy students from one register to another.

4.4.9. How can I print the register?

The **Print** button allows you to print a list of students' details, including forename, surname, date of birth, group and password and the status of their test.

The password is dependent on the test register security settings.

- If this setting is set to **Individual** each individual student's password will be shown in the printed report.
- If this setting is set to **Common** the current common password will be shown in the printed report.
- If this setting is set to **None** the text (no password) will be shown in the printed report.

By selecting the print option, you will be presented with the print dialog box asking you to select your print settings. Select these and the print job will be sent to your designated printer.

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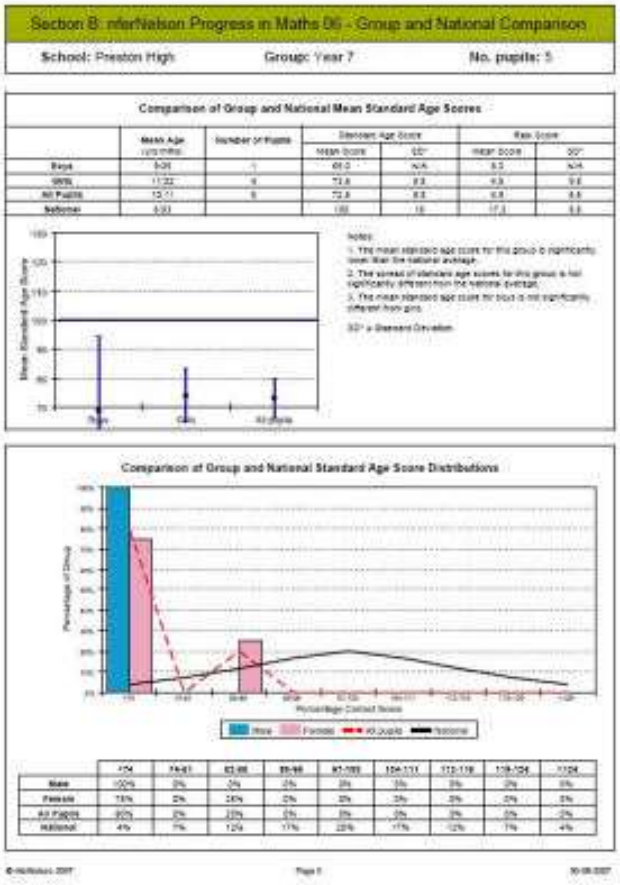
4.5. Reporting

4.5.1. What kind of reports can I generate?

Once a student has completed the assessment, you can generate a report. The reports vary depending on which assessment the students took, you will usually be given a choice of .xls or .pdf format.

PDF Format
This is the Adobe Acrobat format, which can contain images, graphs, and formatted text. These reports can be printed out and provided to staff or, in some cases, to students.

Sample:


Section B: InterNalson Progress in Maths 06 - Group and National Comparison
School: Preston High
Groups: Year 7
No. pupils: 5
Comparison of Group and National Mean Standard Age Scores
Comparison of Group and National Standard Age Score Distributions

XLS Format

This is a raw data format and generally used if you would like to manipulate any data. For example, you may wish to import the data into your school management system. This format is generally not printer friendly in its raw state.

Sample:

I	J	K	L	M	N	O	P	Q	R	S	T	U
Pupil ID	Surname	First_Name	Gender	Date of Test	Date of Birth	Test_Age in months	RawScoreTotal	SAS	NPR	Stanine	Current Maths level	Number
	Thompson	Sue	Female	23/09/2005	01/01/2004	01:08	6	0	1	1	1c	14
	Taylor	Graham	Male	23/09/2005	01/01/2004	01:08	28	0	1	1	2a	100
	Thompson	Sue	Female	23/09/2005	01/01/2004	01:08	0	0	1	1	W	0
	Fernandez	Cres	Male	23/09/2005	01/01/1994	11:08	14	0	1	1	1b	64

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4.5.2. Generating a report.

To generate a report, log in to the administrator page and go to the assessment's register.
Select all the students that you wish to include in the report.
Do this by checking the boxes down the left-hand side of the students' names or by using the **Select All** function.
Once you have selected your students click on the **Report** tab on the right.

Any selected students who cannot be reported will be shown in the top section of the tab under **Non-reportable students**.

Students that can be included in the report will be shown in the bottom section of the tab under **Reportable students**.

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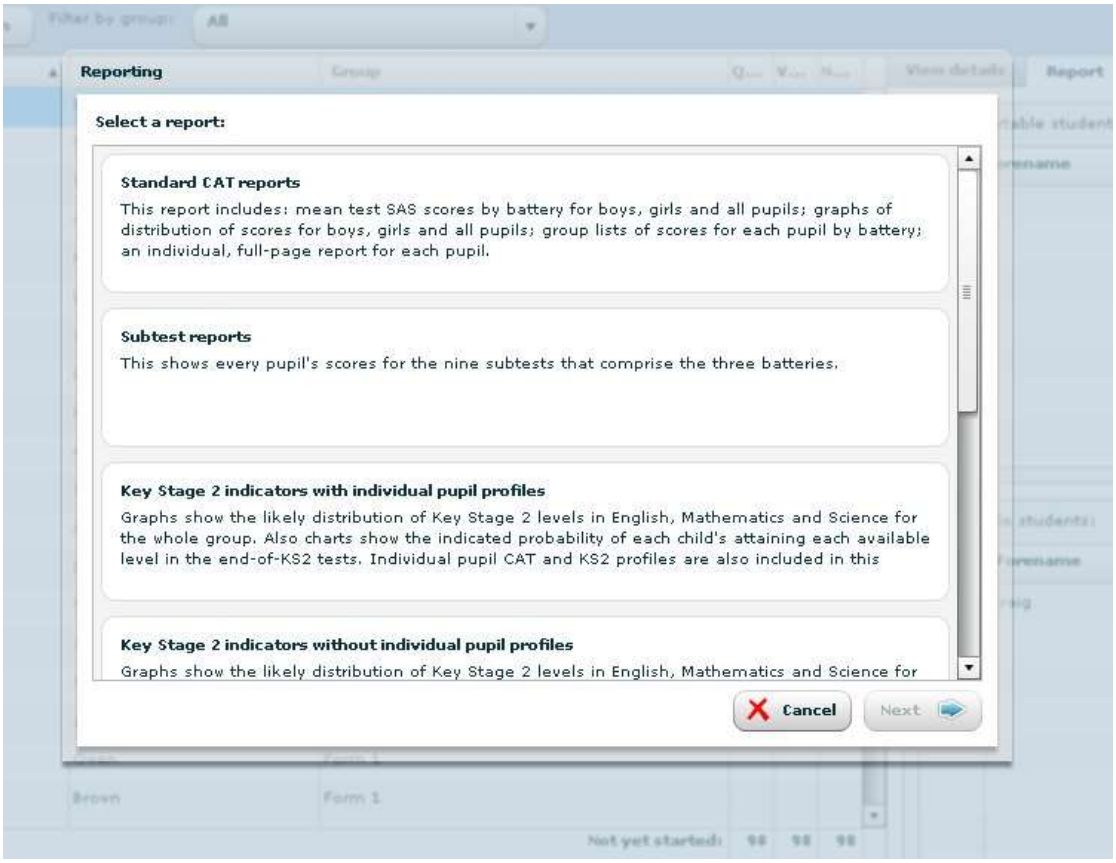
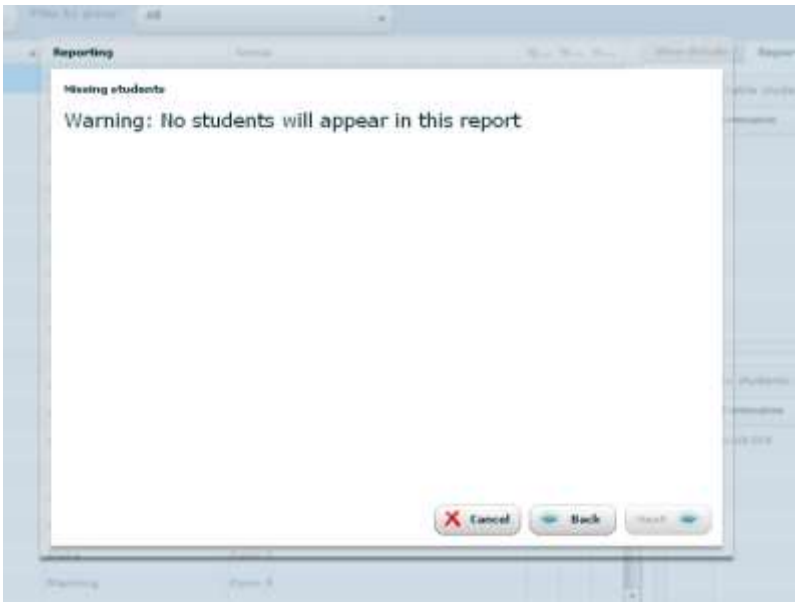
Click on **Report** at the bottom of the tab to view the list of reports available.

Select the type of report you wish to create by selecting it and clicking **Next**.


Reporting
Select a report:
Standard CAT reports
This report includes: mean test SAS scores by battery for boys, girls and all pupils; graphs of distribution of scores for boys, girls and all pupils; group lists of scores for each pupil by battery; an individual, full-page report for each pupil.
Subtest reports
This shows every pupil's scores for the nine subtests that comprise the three batteries.
Key Stage 2 indicators with individual pupil profiles
Graphs show the likely distribution of Key Stage 2 levels in English, Mathematics and Science for the whole group. Also charts show the indicated probability of each child's attaining each available level in the end-of-KS2 tests. Individual pupil CAT and KS2 profiles are also included in this
Key Stage 2 indicators without individual pupil profiles
Graphs show the likely distribution of Key Stage 2 levels in English, Mathematics and Science for
Cancel
Next

If none of the students that you have selected can be included in the report, a warning will be displayed making you aware of this. Click on the **Back** button to return to the previous screen or **Cancel** to return to the register.



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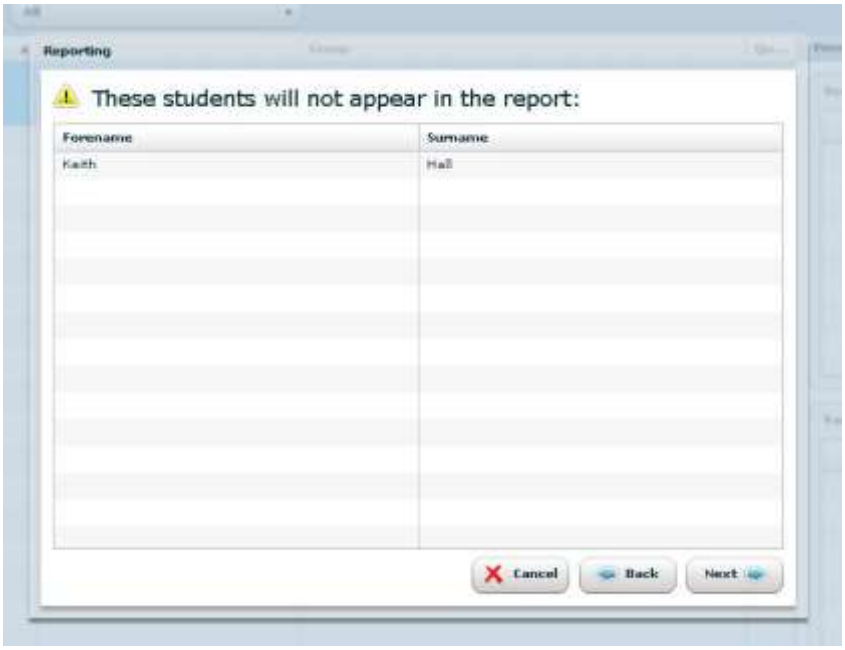
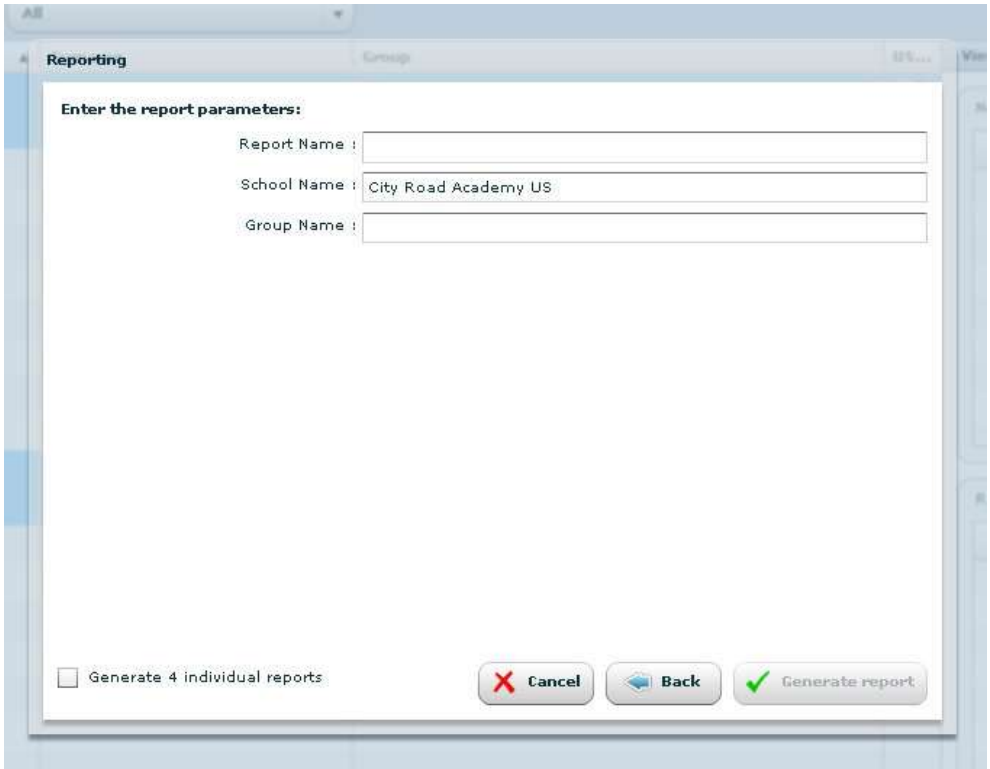
Alternatively, if only some of the students cannot be displayed, you will see this warning message.



If this appears, click **Next** to carry on, noting that the listed students will not appear in the report.

The following prompt will ask you to enter the report parameters. A **Report Name** must be entered, other parameters are not mandatory but if entered, they will be included in the report.



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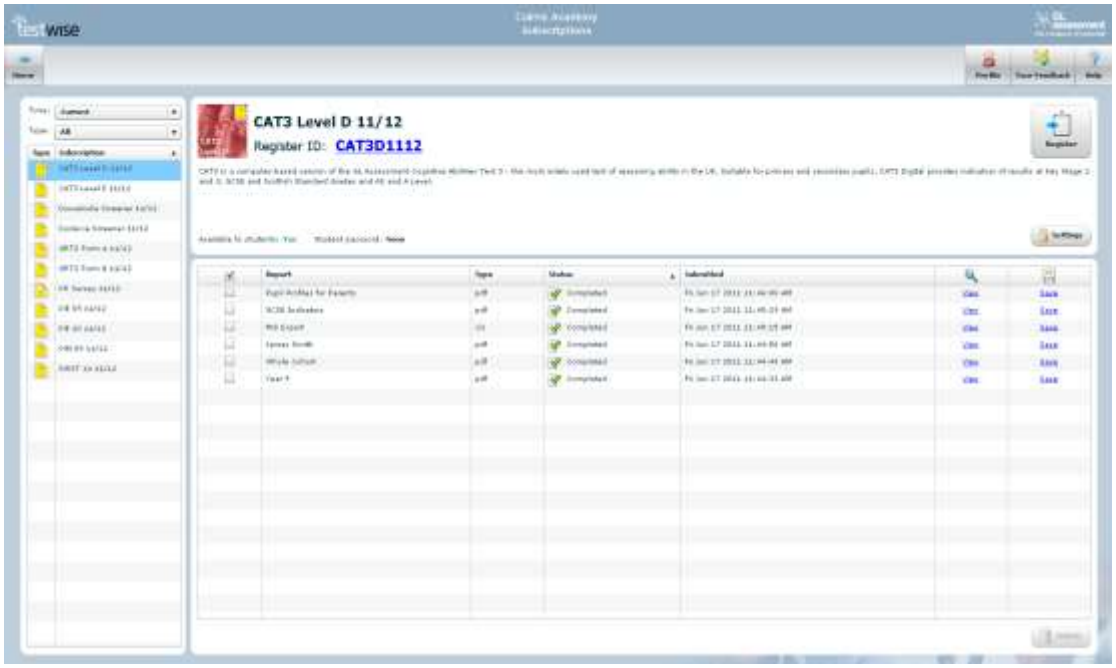
Once the parameters have been entered click **Generate report**; Testwise will confirm your report has been successfully submitted.

Reporting
Confirmation
1 report job successfully submitted.
To view the report jobs, click the Subscriptions button on the register to return to the subscription list. The report jobs are listed in the panel on the bottom right.
Create another report
OK

Click **OK** to take you back to the register screen, then click the **Subscriptions** button on the top left.

This will take you back to the administrator screen; in the bottom half of the page you will see your report.



The length of time it takes for the report to be generated depends upon how many students you include in your report, but it shouldn't take any longer than a few minutes.

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The status of the report job can be:

	This icon indicates that the report job has been submitted.
	This icon indicates that Testwise is working on the report.
	This icon indicates that the report has completed and is available to view or download.
	This icon indicates that there has been a problem generating the report. If this icon is shown please contact Testwise customer support.

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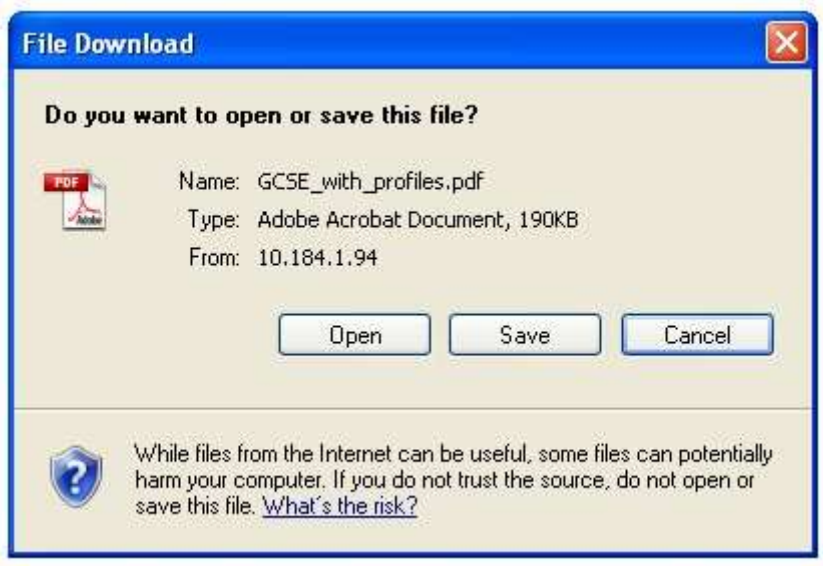
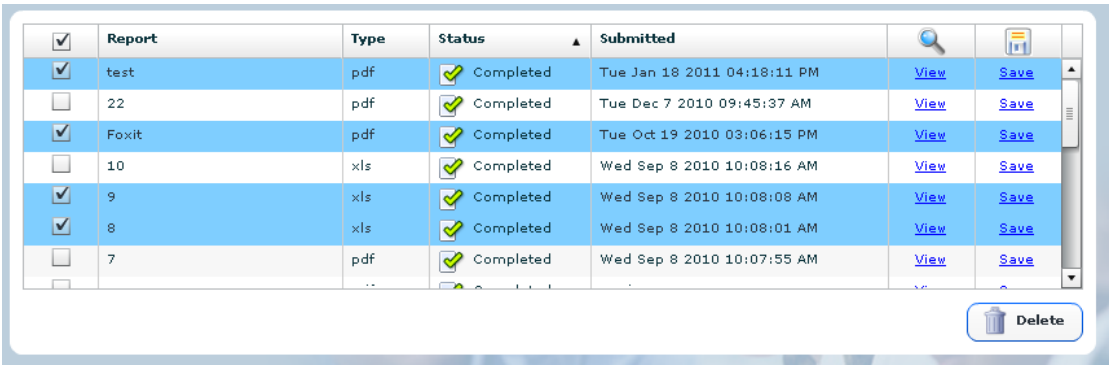
4.5.3. How do I view/save reports?

Once a report job shows the completed status, you can either view it directly from Testwise by clicking **View** or you can save it to your machine. By clicking **Save** you will be prompted with a dialog box, click **Save** and chose the location where you would like to save it.


File Download
Do you want to open or save this file?
Name: GCSE_with_profiles.pdf
Type: Adobe Acrobat Document, 190KB
From: 10.184.1.94
Open
Save
Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

4.5.4. How do I delete reports?

Reports can be deleted by checking the tick box to the left of the report name then clicking **Delete**. Multiple reports can be selected for deletion. Any deleted reports will be deleted permanently.


Report
Type
Status
Submitted
test pdf Completed Tue Jan 18 2011 04:18:11 PM View Save
22 pdf Completed Tue Dec 7 2010 09:45:37 AM View Save
Foxit pdf Completed Tue Oct 19 2010 03:06:15 PM View Save
10 xls Completed Wed Sep 8 2010 10:08:16 AM View Save
9 xls Completed Wed Sep 8 2010 10:08:08 AM View Save
8 xls Completed Wed Sep 8 2010 10:08:01 AM View Save
7 pdf Completed Wed Sep 8 2010 10:07:55 AM View Save
Delete

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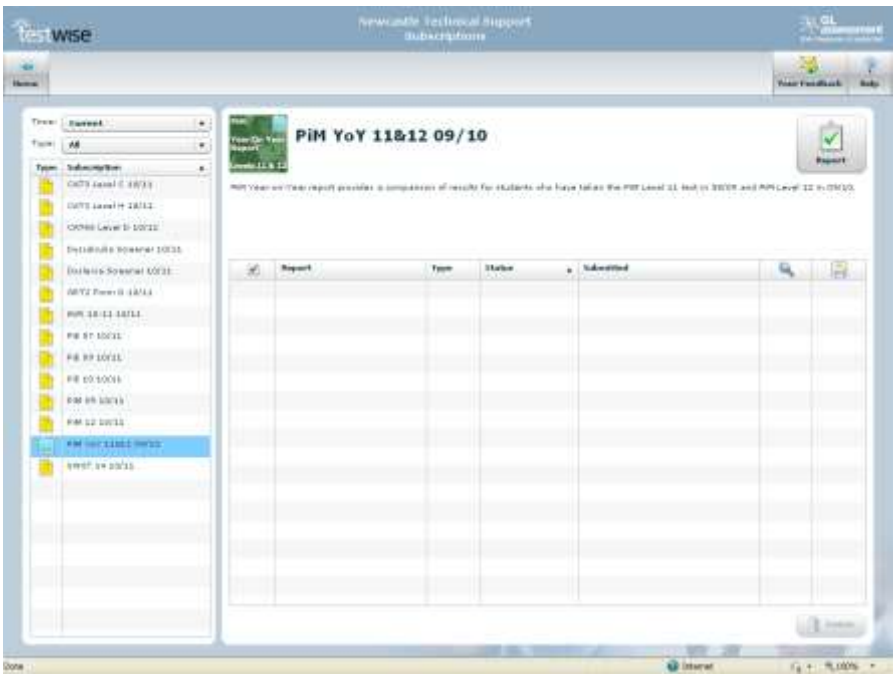
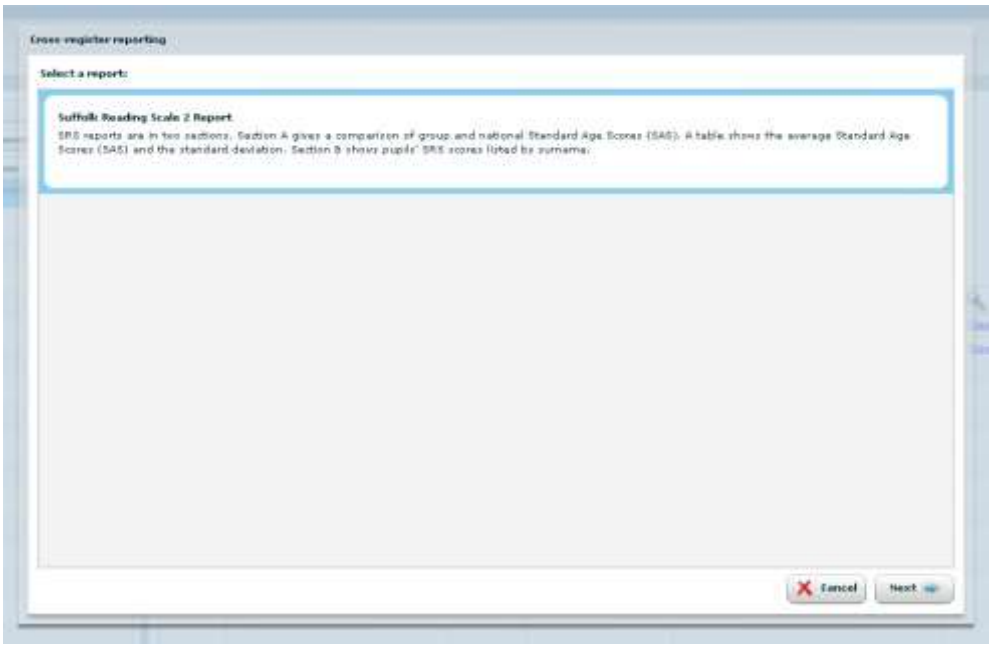
4.5.5. How do I create Year on Year reports?

Year on Year reports are displayed in **Subscription** panel, on the administrator page. Select the Year on Year report you would like and click the **Report** button in the top right.



You will be presented with a list of report types that you can generate. Select the report type you require and click **Next**.



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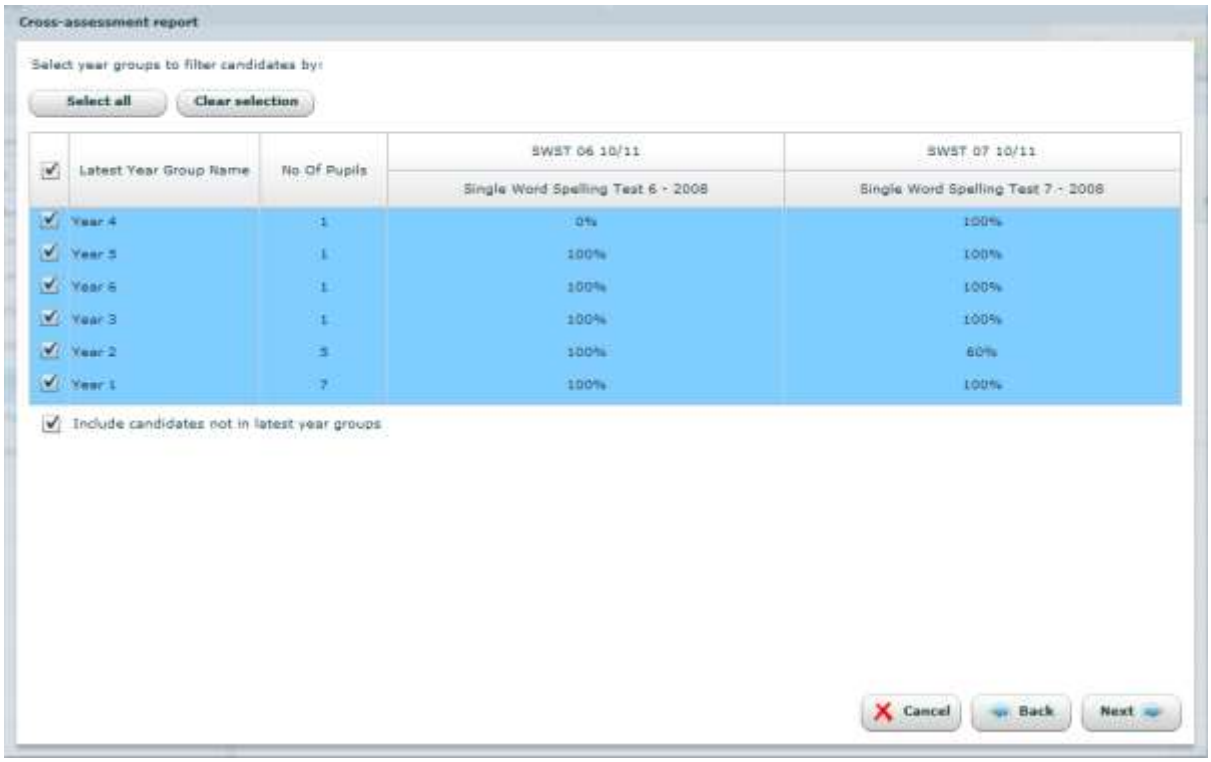
This next screen, if appropriate for it to appear, will allow you to select from a list of year groups to filter candidates by. Selection is based on the year groups of the candidates in the registers with the most recent academic year.


Cross-assessment report
Select year groups to filter candidates by:
Select all
Clear selection
Latest Year Group Name
No Of Pupils
SWST 06 10/11
Single Word Spelling Test 6 - 2008
SWST 07 10/11
Single Word Spelling Test 7 - 2008
Year 4 1 0% 100%
Year 5 1 100% 100%
Year 6 1 100% 100%
Year 3 1 100% 100%
Year 2 5 100% 60%
Year 1 7 100% 100%
Include candidates not in latest year groups
Cancel
Back
Next

There is also a check box option labelled ‘Include candidates not in latest year groups’ which allows you to select whether to display candidates who have not been subscribed to any of the registers with the most recent academic year.

The columns to the right of the ‘No Of Pupils’ column indicate the percentage of the tests completed for that year group, for each of the years.

Select the year groups that are to be included in the report using the checkboxes in the first column of the year group list, then click **Next**.

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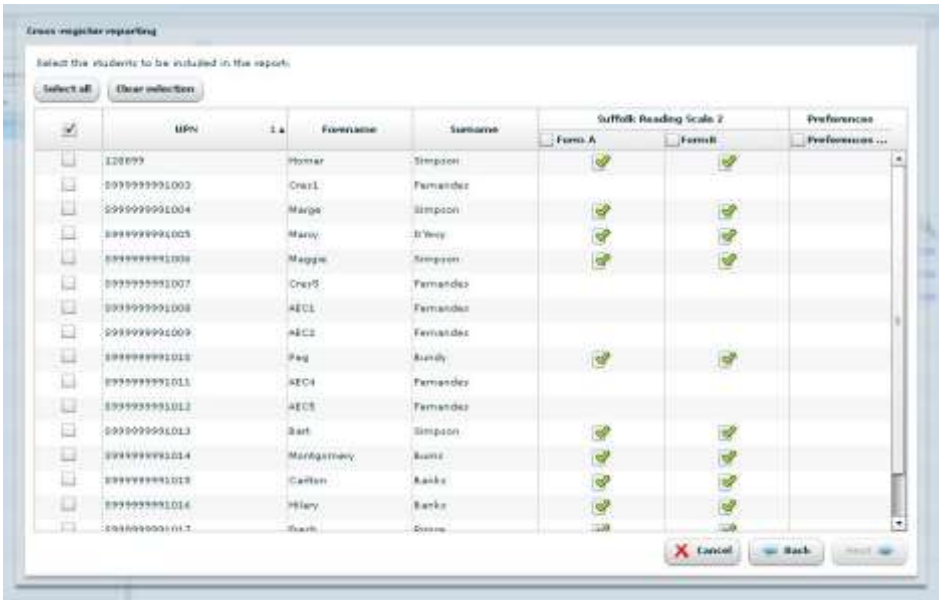
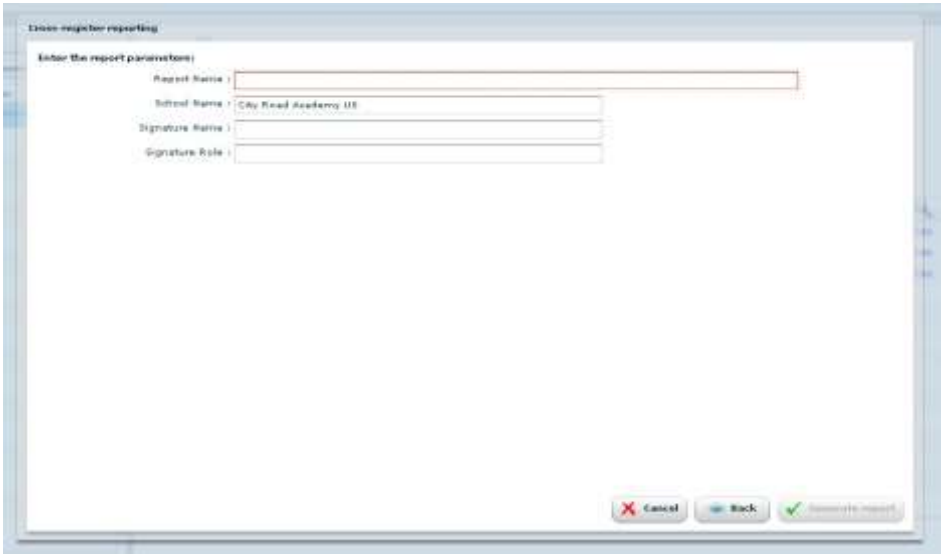
The **Cross-register reporting** table allows you to select the students to be included in the report.



The green ticks indicate whether or not a student has completed the test. The list of students can be filtered to show only those who have completed that test using the checkbox in the test column heading.

Select the students you would like to be included in the report using the check boxes in the first column on the left, then click **Next** to enter report parameters.



A **Report Name** must be entered.

Once you have completed all the required parameters, click **Generate report**. Once completed, the reports will be displayed on the Subscription page.

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5. Surveys

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5.1. Survey Administration

5.1.1. What are Surveys?

Surveys enable your school to monitor the changing perceptions of pupils, parents and staff with minimum fuss, providing a wealth of evidence for an effective evaluation. Once you have purchased your **Stakeholder Survey** subscription you will be given usernames and passwords which you can supply to those you wish to be able to log in and take the survey.

5.1.2. How do I get username and passwords?

Usernames and passwords are sent to you via email, they come in excel or PDF format.

PDF example

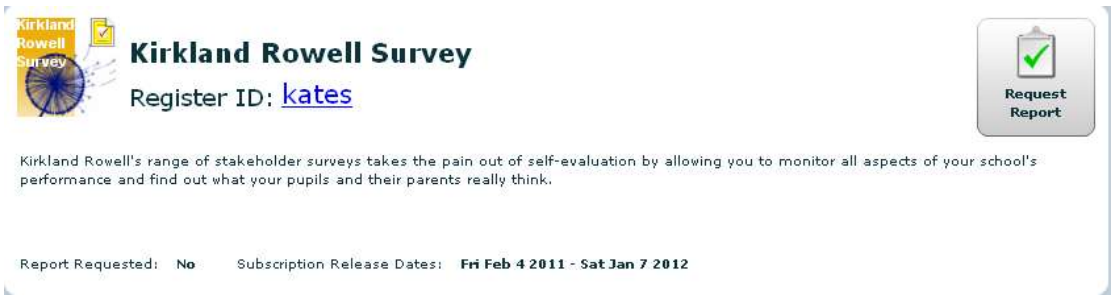
Username	Password
pupil0001	GGD7C
pupil0002	GQTFU
pupil0003	T46WE
pupil0004	QZZJ5
pupil0005	32EAP
pupil0006	HY2AZ
pupil0007	KEW4J
pupil0008	XKF69

Excel example

Username	Password
staff0001	MRU6R
staff0002	A8FM8
staff0003	L2JXQ
staff0004	787ZM
staff0005	KYGYL
staff0006	9H3JG

5.1.3. Getting the Register ID

As well as a username and password for the survey, survey takers also need the **Register ID**. As with any subscription, this can be found in the administration side of your Testwise account (see 4.3). To recap; on the subscription lists select the survey you would like, the screen to the right will fill and you will see the **Register ID**.


Kirkland Rowell Survey
Kirkland Rowell Survey
Register ID: kates
Request Report
Kirkland Rowell's range of stakeholder surveys takes the pain out of self-evaluation by allowing you to monitor all aspects of your school's performance and find out what your pupils and their parents really think.
Report Requested: No
Subscription Release Dates: Fri Feb 4 2011 - Sat Jan 7 2012

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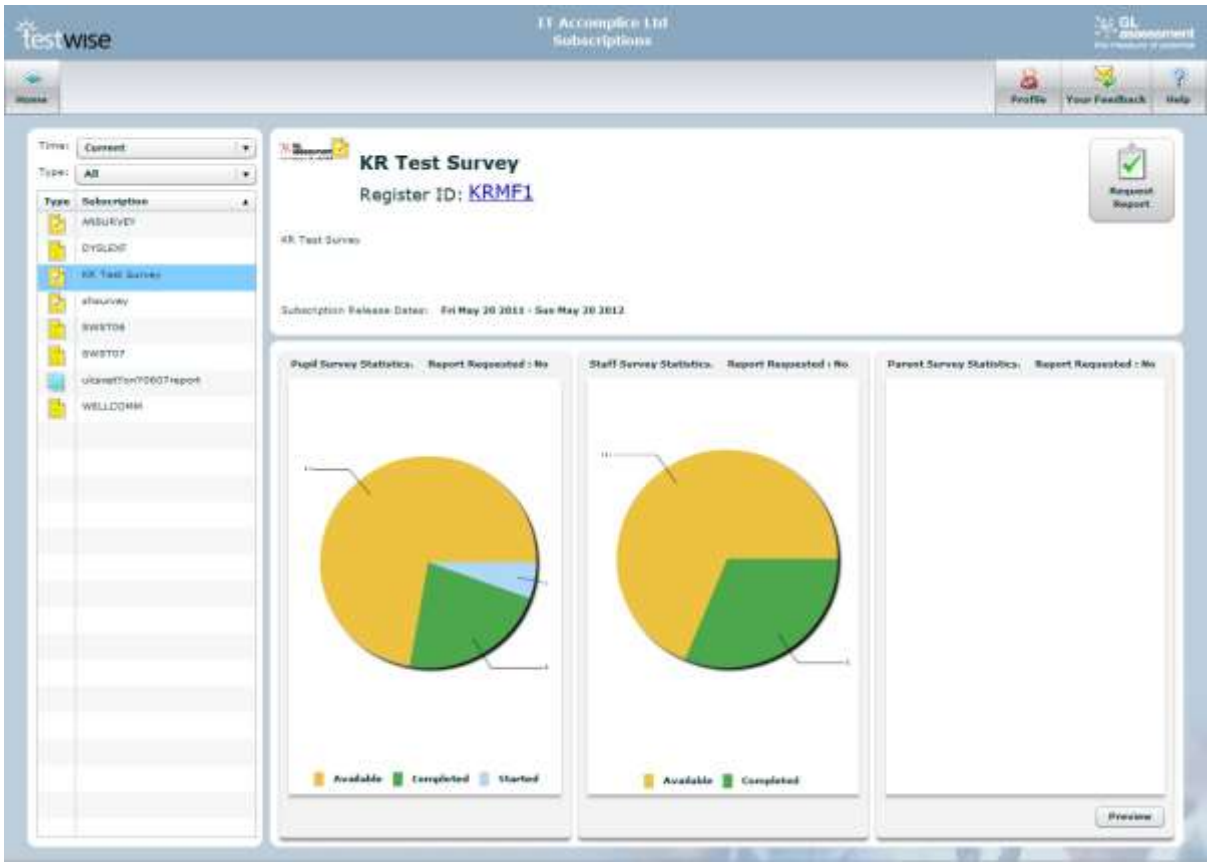
5.1.4. How do I check the status of surveys?

To see how many surveys have been completed, log in to the administrator side of your Testwise account, select **Stakeholder Survey** from the **Type** drop-down and then select the required survey. You will now see pie charts showing you how many surveys the pupils, parents and staff have completed and how many are left to be taken. The number of charts will vary depending on your subscription.



Note in the above example that Parent surveys are subscribed (or the **Parent Survey Statistics panel** would be missing) but there is no pie chart. This is because the parent survey is in **preview mode** – note the **Preview** button at the bottom.

5.1.5. How do I preview / approve a survey?

If one of your survey types is in **preview mode** you will see a **Survey Statistics panel** with no pie chart and a **Preview** button at the bottom (see above). Clicking the button will open the **Survey Preview** dialog.

Clicking the **Launch** button will open a new browser tab and launch the survey preview. Simply close the browser tab when you are finished previewing the survey. If you have any feedback on the survey preview then you should enter it into the text area supplied and click the **Submit Feedback** button so that it can be dealt with it.

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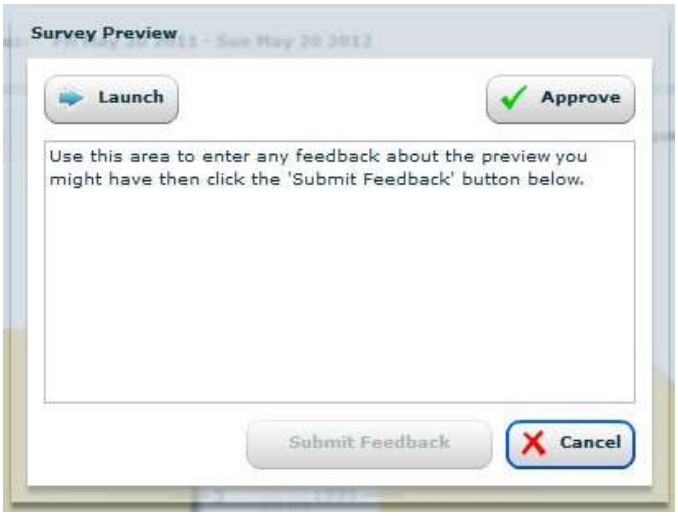
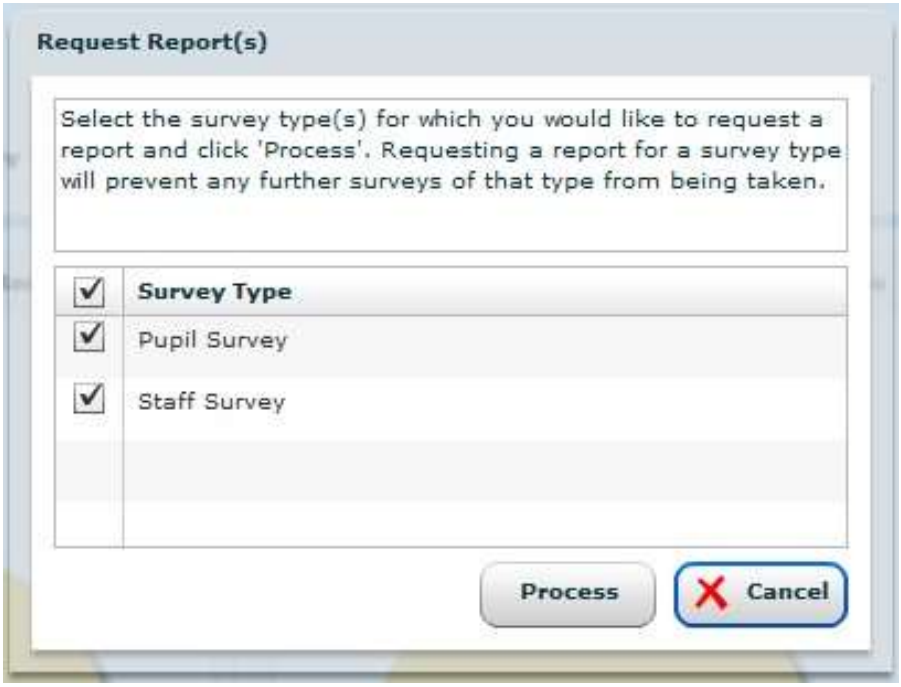
If you are happy with the survey preview and are ready for the real survey to be made available, click the **Approve** button. Please be patient while the survey is uploaded and made available. Once the real survey has been made available you will be sent the usernames and passwords for this survey and the pie chart will appear in the **Survey Statistics panel.**


Survey Preview
Launch
Approve
Use this area to enter any feedback about the preview you might have then click the 'Submit Feedback' button below.
Submit Feedback
Cancel

5.1.6. What do I do when a survey is completed?

When you are happy that enough survey takers have completed one of your survey types you can request the report by clicking on the **Request Report** button of the Subscription page (see 5.1.4). This will open the **Request Report(s)** dialog.


Request Report(s)
Select the survey type(s) for which you would like to request a report and click 'Process'. Requesting a report for a survey type will prevent any further surveys of that type from being taken.
Survey Type
Pupil Survey
Staff Survey
Process
Cancel

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Choose the survey type(s) which you wish to request a report for and click **Process**. Note that this will effectively close that survey and prevent any further surveys of that type being taken. We will be informed that your report is ready to be compiled.

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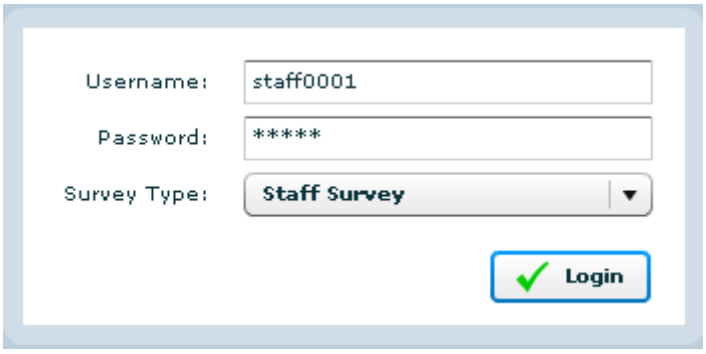
5.2. Taking a Survey

5.2.1. How do I log in to take a survey?

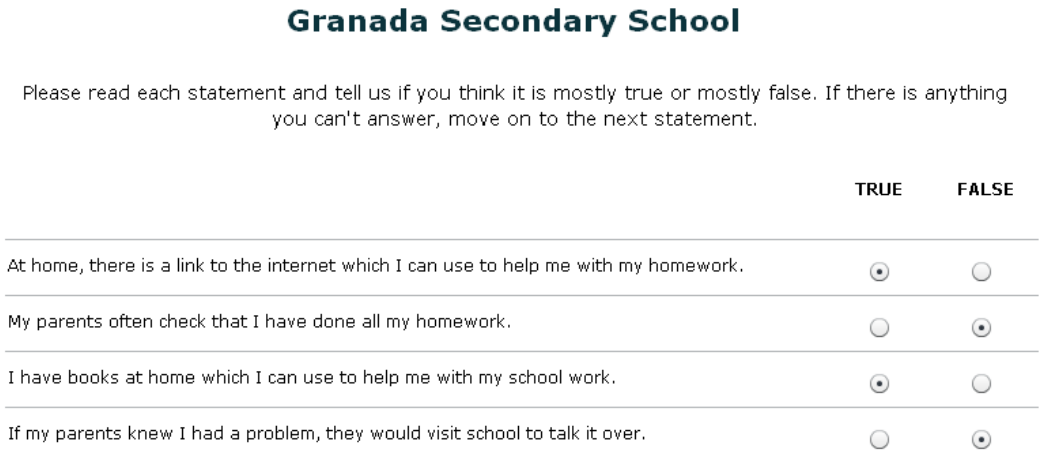
Survey takers log in to Testwise in the usual fashion (see 2), and then choosing the **Take a test or Complete a survey** option will prompt them to enter the **Register ID**. The next screen will ask the survey taker to enter their **Username** and **Password.** A drop down of survey types will be displayed; after choosing the appropriate option click **Login.**



The next screen will take the survey taker to the traffic lights screen; they will need to click **Take Now** on the traffic light to begin the download of the survey.

5.2.2. How do I take a survey?

The survey consists mainly of multiple choice questions.


Granada Secondary School
Please read each statement and tell us if you think it is mostly true or mostly false. If there is anything you can't answer, move on to the next statement.
TRUE
FALSE
At home, there is a link to the internet which I can use to help me with my homework.
My parents often check that I have done all my homework.
I have books at home which I can use to help me with my school work.
If my parents knew I had a problem, they would visit school to talk it over.

The last part of the survey is free hand for any comments or suggestions the survey taker would like to make.
When the survey takers have completed their surveys they will be taken back to the traffic light screen where the traffic light will show as **Finished**; they can now log out of Testwise.

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6. Technical Information

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6.1. How can I make sure my PCs are compatible with Testwise?

Minimum Machine Specification

In order for pupils to take tests using Testwise, the minimum technical specification for the machines should be:

Processor:	1.0 GHz Pentium or equivalent
Memory:	256 MB RAM
Browser Application:	Microsoft Internet Explorer 7 (or later) Mozilla Firefox 2.0 or greater Safari 3.0 or greater
Browser pop-ups:	Enabled
Browser plug-ins	Latest version of Adobe Flash Available free of charge from http://www.adobe.com/. Please take care to untick the Yahoo search bar option when downloading, as this includes, by default, a pop-up blocker.
Screen Resolution:	800 x 600 (usable with scrolling), optimised for 1024 x 768 or higher
Colour Quality:	High/Highest/65536 colours
Internet Connectivity:	Variable depending on number of pupils taking tests simultaneously, but for an average school should be 10 MB (or faster) if you have a slower connection speed you could stagger the download of the tests.

6.2. Memory, Processor, Screen Resolution & Colour Quality – XP

1. Right click on the *Start menu.*
2. Click on *Explore* from the options available.
3. Right click *My Computer* in the left pane.
4. Click on *Properties* to open the *System Properties* window. This will indicate memory and processor, as highlighted below. Check that the processor is a minimum of Pentium 1.0 GHz and that the memory is a minimum of 256 MB RAM.
5. Click on *Cancel*, when you have finished checking the memory and processor settings.
6. Close down the *My Computer* window.
7. Close down the *Start menu* window.

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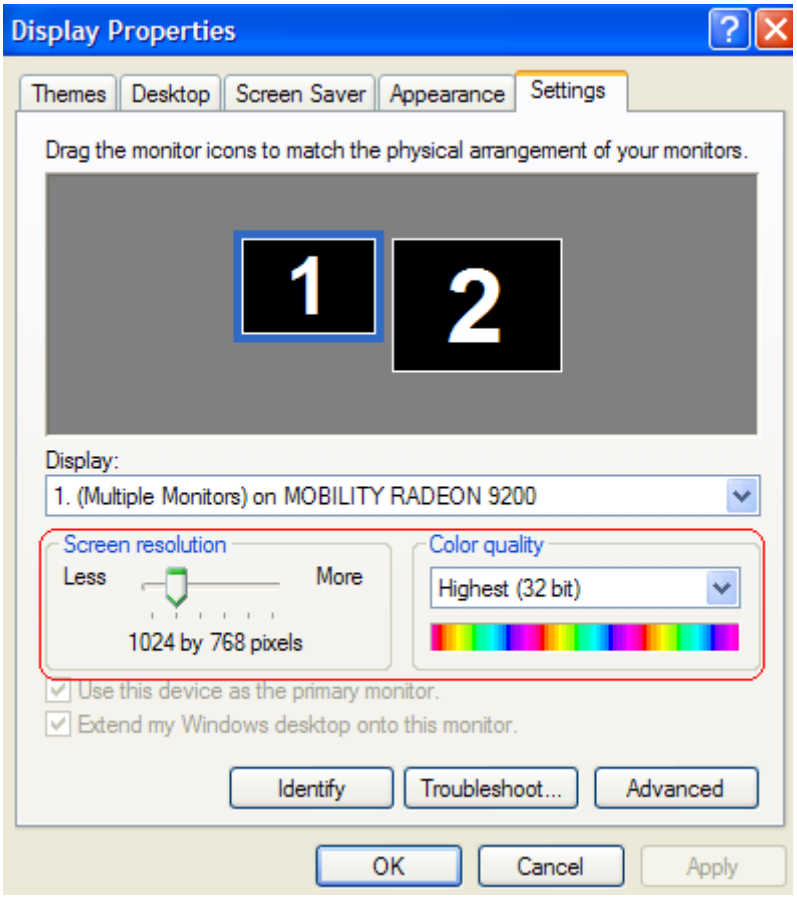
To check screen resolution and colour quality XP:

Right click anywhere on a clear desktop.
Click on *Properties* to open the *Display Properties* window
Click on the *Settings* tab. This will indicate screen resolution and colour quality as highlighted below. Check the screen resolution is 800 x 600 pixels minimum (preferably 1024 x 768 or higher) and that colour quality is either:

- High/Highest
- 16 bit or higher
- 65536 colours or higher.



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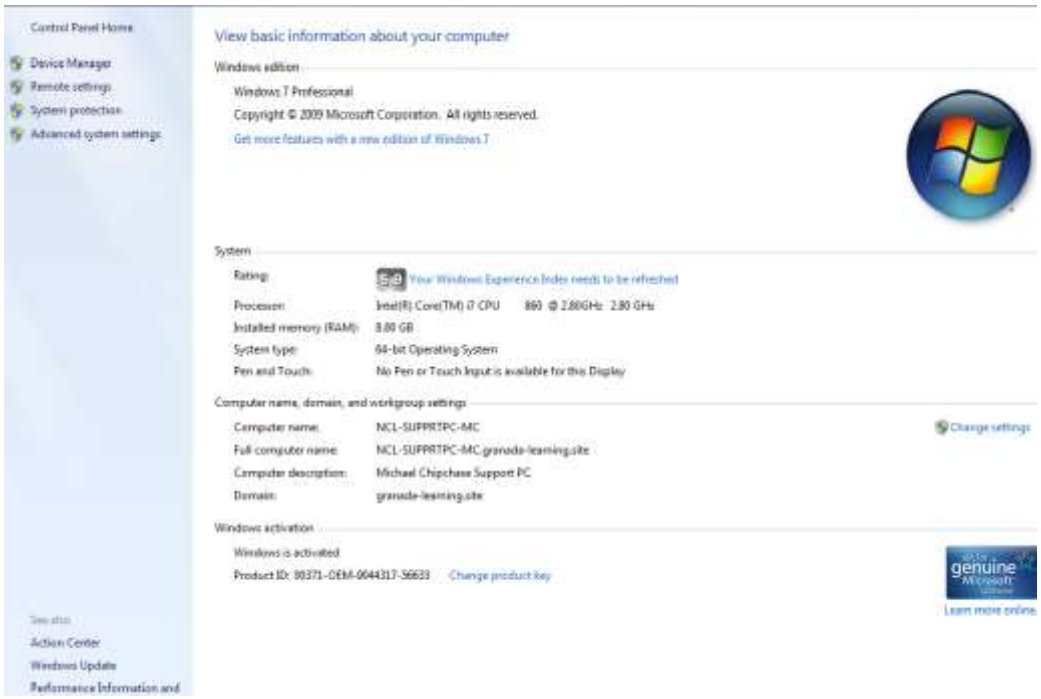
6.3. Memory, Processor, Screen Resolution & Colour Quality – Vista/W7

1 Click on the *Windows icon.*
2 Click on *Control Panel* from the options available.
3 Select System and Security
4 Click on *System*; this will tell you your memory and CPU size.



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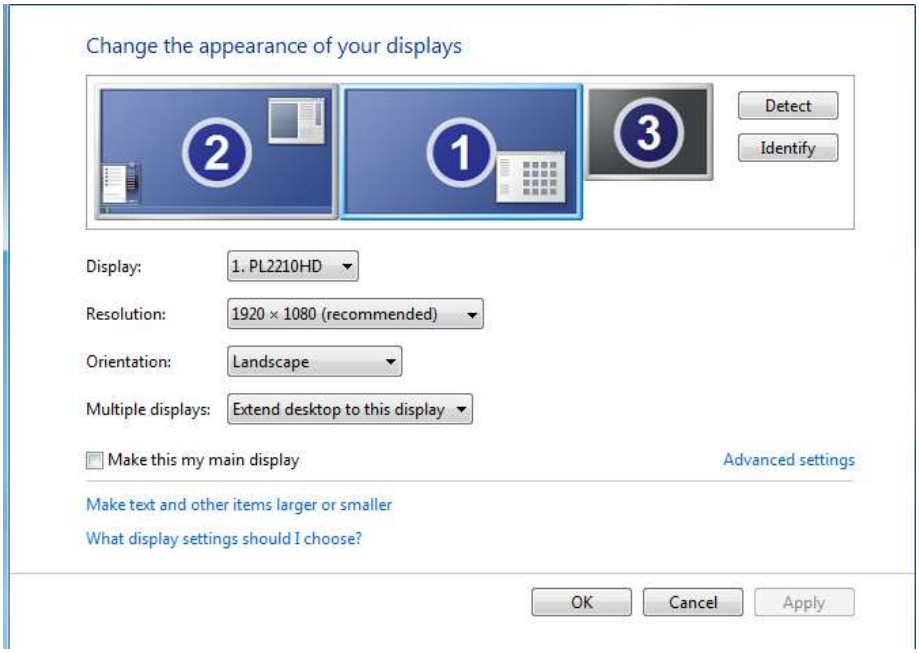
To check screen resolution and colour quality Vista/Windows 7:

1 Right click on any blank area of the desktop.
2 Select the screen resolution and left click, this will indicate screen resolution and colour quality as highlighted below. Check the screen resolution is 800 x 600 pixels minimum (preferably 1024 x 768 or higher) and that colour quality is either:
   - High/Highest
   - 16 bit or higher
   - 65536 colours or higher.



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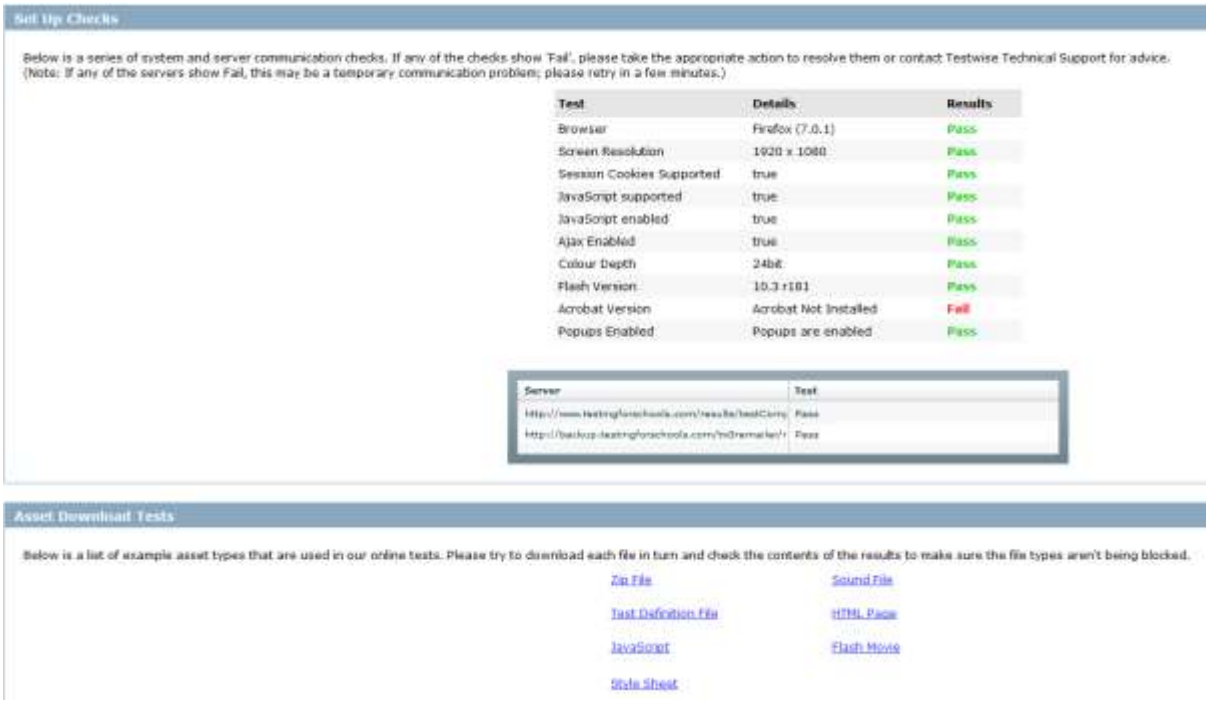
6.4. Using the Setup Checker

The **Setup Check** button checks whether your browser is of the required level to run Testwise; whether its current configuration is suitable for running Testwise; that the various plugins, such as Flash, are installed and are the correct version; and that pop-ups are enabled.

Additionally, it allows you to make sure that student results can be posted correctly to the Testwise main results server, and also our backup results server. We recommend you use this check on PCs being used for Testwise, and also after any changes to your school network or communication software.

The **Asset Download Tests** are sample files provided to let you check that the file types required by Testwise can be accessed on your network.



If the result of running this check shows any of the options as *Fail* or there are issues downloading any of the sample files, either take the appropriate actions to resolve these issues or contact Testwise Technical support for advice.

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7. More Help

In the top right-hand corner of most Testwise screens is a **Help** button. Selecting this option displays a page containing links to a number of online documents (including this help manual) covering the use of Testwise and the most common Testwise Assessments.

In the Guidance Documents you will find information on:

- The overall use of GL Assessment tests
- Cognitive Abilities tests
- Progress in English tests
- Progress in Maths tests
- Single Word Spelling tests
- Group Reading tests
- Technical documentation
- MIS Support documentation

Click on the required link to show any of these documents in PDF format.

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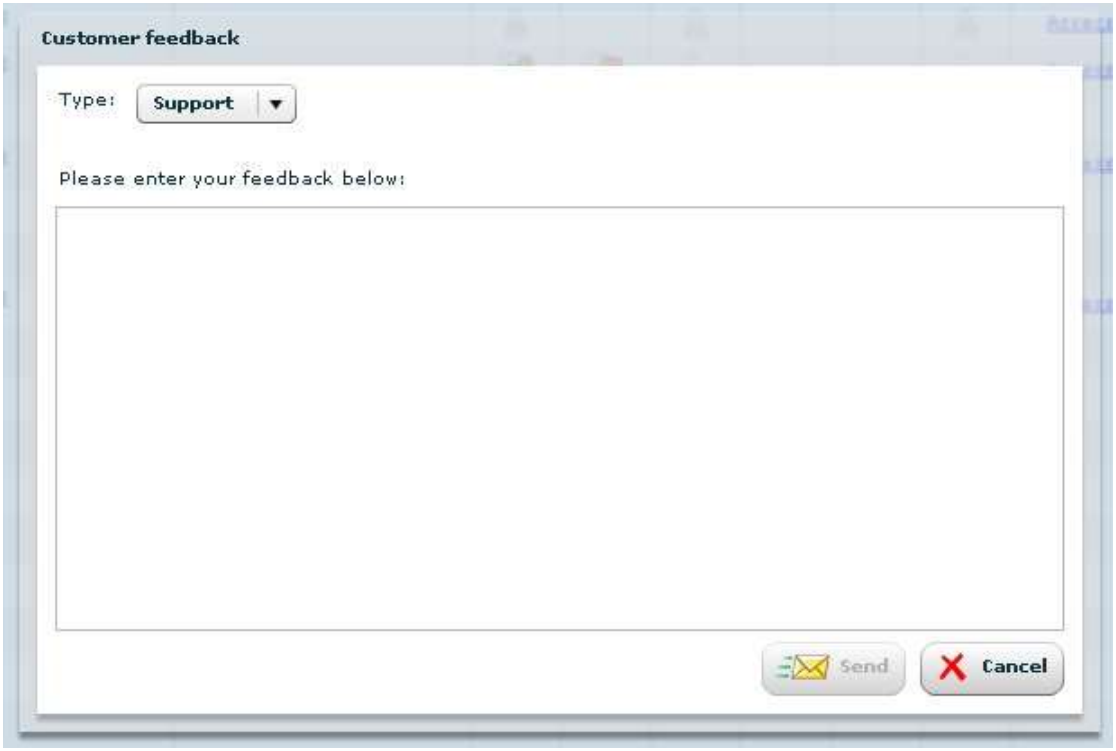
8. Feedback

In the top right-hand corner of most Testwise screens is a **Feedback** button. Selecting this option opens a dialog containing a **Customer feedback** form.



Select the type of feedback you would like to give us from the drop-down list, enter your feedback in the text box and click **Send.**

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